NOTICE OF REGULAR GOVERNING BOARD MEETING

7:00 p.m.
June 12, 2013
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ  85709-1010

AGENDA FOR MEETING*

General Matters/Reports

1. Call to Order

2. Pledge of Allegiance

Public Comment and Reports

3. Public Comment – Call to Audience

   The Pima Community College Board of Governors welcomes public comment on issues within the jurisdiction of the College. Comments should be limited to five minutes per individual. At the conclusion of public comment, individual Board members may respond to criticism made by those who addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal College processes are available to students and employees for communication.

4. Reports by Staff Representatives
   • Representatives Amy Parker and Robert Ramirez will provide highlights from the Staff Council meeting of June 7. Highlights will include: Provost’s Report; Interim Chancellor’s Report, Liaison Report, Employee Reports (AFSCME and ACES and Campus District Reports).

5. Reports by Student Representatives
   • There will be no report. The next student report will be given at the September 11 Board Meeting.
General Matters (Continued)

6. Reports by Faculty Representatives
   • There will be no report. The next faculty report will be given at the September 11 Board Meeting.

7. Governing Board Member Reports
   • The Chairperson, Secretary and/or members of the Governing Board may report on recent events at or involving the College.
     ▪ Live streaming of regular scheduled Board meetings

8. Chancellor’s Report
   ▪ Interim Chancellor Zelema Harris may report on current events at or involving the College. The Chancellor may also provide information to the Governing Board on the following topics: Changes being considered and/or made to College processes and systems, Legislative and Budget Updates.
     ▪ Athletics Report

   ▪ Preliminary 2013/14 fiscal year results through April 2013

Information Items

10. Separations from Employment
    • Information item listing retirements and separations from employment: Jennifer J. DeJongh, Brenda Demic, Susan L. Heinrich, Joe D. Hill, Lesley J. Johnston, Linda Y. Maluf, Philip D. Melton, Suzanne L. Miles, Janet E. Riechers, Janet Roff, Nancy E. Ross, Donald Wahl and Roger T. Werbylo.

11. Student Aide Hires
    • No student aide hires this month to report.

12. Acting Assignments
    • An internal competitive selection process was conducted and the following individuals were selected for acting assignments: Robert Simpson, Ph.D. and Darla Zirbes, Ph.D.

Action Items

13. Approval of Minutes of the following meetings:
    A. Special Meeting of April 19, 2013 (4 pm)
    B. Special Meeting of April 19, 2013 (7:45 pm)
    C. Special Meeting of April 22, 2013
Action Items (Continued)

D. Special Meeting of April 29, 2013  
E. Special Meeting of April 30, 2013  
F. Special Meeting of May 1, 2013  
G. Special Meeting of May 2, 2013  
H. Special Meeting of May 3, 2013  
I. Special Meeting of May 8, 2013  
J. Regular Meeting of May 8, 2013

14. Consent Agenda

14.1 New Appointments
- Administration is requesting approval to hire the following individuals: Daniel Blumberg, Business Systems Advanced Analyst; Kathleen Budway, Advanced Program Coordinator; Marianne Harris, Educational Support Faculty - Librarian; Lisa Hodgkins, Educational Support Faculty - Librarian; Steven Chang, Director, Development Services; Joanne Kingman, Advanced Program Coordinator; Melecio Luna, Public Safety Dispatcher; Mary “Mollie” Minke Ph.D., Instructional Faculty – Mathematics; Rosalba Mendoza, Student Services Technician; Eileen Oakes, Fiscal Support Specialist; Emelina Ormsby, Community Service Officer; Maira Rodriguez, Student Service Specialist; Ava Rose, Program Coordinator; Stephanie Savory, Public Safety Dispatcher; Therese Senne, Fiscal Support Specialist; Taliesin Sutton Ph.D., Instructional Faculty – Mathematics; Natasha Thomas-Longanecker, Fiscal Support Specialist; Lena Throlson, Student Services Technician and Jennifer VanHoesen, Educational Support Faculty – Counselor.

14.2 Adjunct Faculty Appointments
- Administration is requesting that the individuals listed as certified adjunct applicants be approved for use as a pool of employees for current and future adjunct faculty assignments and as temporary non-credit instructors: Joseph Bickley, Administration of Justice (Academic Limited Exemption); Valerie Damon, Art (Academic); Brian Delfs, Public Administration (Academic), Fire Science (Occupational/Workforce); Kevin L. Hockett, Ph.D., Biology (Academic); Vivian J. Knight, Accounting (Academic Limited Exemption); Vinod V. Kulkarni, Ph.D., Chemistry (Academic); Kimberly Martinson, Literature (Academic); Writing (Academic); Jonathan I. Meair, Physics (Academic); Mathematics (Developmental); Leatrice A. Smith, Interpreter Training (Occupational) and Rachel B. Stiff, Art (Academic).
Action Items (Continued)

14.3 Temporary Appointments
- Administration is requesting that the individuals listed be employed as temporary employees. Individuals may be used as a pool of employees for current and future temporary assignments: Charles Aragon, Van Driver; Jennie Allred, Tutor I; Zita Bidleman-Owens, Workforce Trainer; Haley Brewington, Support Assistant; Kassandra Brownstead, Laboratory Assistant; Pamela Clark, Tutor I; Bennie Davis, Workforce Trainer; Anabel Donaghe, Tutor II; Mathew Fenwick, Tutor I; Gustavo Guerrero, Tutor I; Alyssa Garza, Tutor I; Michael Hensley, Workforce Trainer; Jim Howe, Workforce Trainer; Josephine Killeaney, Lab Specialist; Hashem Krassi, Tutor I; Andre Newman, Workforce Trainer; Sarah Perkins, Workforce Trainer; Stephanie Ramirez Paz, Tutor I; Caleb Rhodes, Office Aide; Janet Riechers, Nurse Instructor; Daniella Rivera, Instructor; Briseidalia Rios, Tutor I; Mary Rodriguez, Workforce Trainer; Reaper Romero, Tutor I; Andrea Rokel, Tutor I; Anthony Smith, Tutor I; Luke Smith, Tutor I; Ellen Sudak, Instructor; Serena Tang, Workforce Trainer; Anna Urbina, Van Driver; Mariya Varavva, Special Projects-Legal Researcher and Silviana Wood, Instructor.

14.4 Administrator Appointment
- Administration is requesting approval to hire the following individual: Dolores Duran-Cerda, Ph.D., Senior Assistant to the Provost; Christina Baiz Felty, Acting Academic Dean and Brian Stewart, RN, MS, Academic Dean.

14.5 Extension of Acting Administrative Appointments
- Administration is requesting the following acting assignment be extended beginning July, 2013, for the position of Acting Assistant Vice Chancellor for Information Technology. The extension is recommended pending the review of the organizational structure of Information Technology. The extension ends once the structure is determined and either the position is filled, it is determined the position will no longer be at the Assistant Vice Chancellor level or 6 months from July 1, 2013 whichever comes first. Brian Basgen, Acting Assistant Vice Chancellor for Information Technology.

14.6 Public Safety Personnel Retirement System Local Board Membership
- Administration is requesting the approval of the extension of the appointment of Bill Howard, Assistant Vice Chancellor for Business Services, to the Public Safety Personnel Retirement System local board.
14.7 Grant Proposal: DUI Alcohol Overtime Enforcement Federal 164 – Alcohol (AL) Funds
- Administration is requesting approval of the Pima Community College Department of Public Safety’s “DUI Alcohol Overtime Enforcement” grant proposal; and if funded, acceptance of the grant award from the Arizona Governor’s Office of Highway Safety. The grant performance period is March 27, 2013 through September 30, 2013. The total amount obligated for this fiscal year is $11,000.

14.8 Contract: International Student Health Insurance
- Administration is requesting approval to award a contract to LewerMark International Student Insurance to provide International Student health insurance for the period July 1, 2013 through June 30, 2014. The contract costs are not expected to exceed $280,000 for fiscal year 2014.

14.9 Contract: Student Athletic Accident Insurance
- Administration is requesting approval to award a contract to Myers-Stevens and Toohey & Co., Inc. to provide Student Athletic Accident insurance for the period July 1, 2013 through June 30, 2014. The contract costs are not expected to exceed $130,000 for fiscal year 2014.

14.10 Contract: Call Center Services for Student Financial Services
- Administration is requesting approval to renew a contract with Xerox Education Services, Inc. for Call Center Services in support of Financial Aid and Student Accounts for fiscal year 2013-2014.

14.11 Contract: Marketing and Advertising Services
- Administration is requesting approval to award a contract to Gordley Group for Marketing and Advertising Services for the Fiscal Year 2013-14. The term of the contract will be one year beginning July 1, 2013, with an option to renew for four additional one-year terms if mutually agreed upon by the College and the firm. The contract currently is not expected to exceed $100,000 per year.

- Administration is requesting approval to award the $600,000 contract to Roughton Investments, Inc. The Pima County One Stop, using funding provided by a U. S. Department of Labor $1,318,362 Southern Arizona Technical Career Pathways Grant, is continuing to work with PCC’s Workforce and Business Development Division to offer training programs for incumbent
Action Items (Continued)

workers of employers approved for training by the One Stop
during fiscal year 2013-2014.

14.13 Contract: Security Services
- Administration is requesting approval to renew a contract with
Blackstone Security Services, Inc. to provide routine and
supplemental security services at multiple College locations for
fiscal year 2013-2014. The contract costs are not expected to
exceed $150,000 for fiscal year 2014.

14.14 Contract: General Liability and Automobile Liability and Physical
Damage Insurance
- Administration is requesting approval to award a contract with The
Arizona School Risk Retention Trust, Inc. to provide General
Liability and Automobile Liability and Physical Damage Insurance
for the period July 1, 2013 through June 30, 2014.

14.15 Contract: Group Purchase Participation Agreement for Property
Insurance
- Administration is requesting approval to award a contract with The
Midwest Higher Education Compact for Group Purchase
Participation Agreement for Property Insurance for the period July
1, 2013 through June 30, 2014.

14.16 Contract: Workers Compensation Insurance
- Administration is requesting approval to award a contract with SCF American for workers compensation insurance for fiscal year
2014.

14.17 Contracts: Information Technology Maintenance, Licensing and
Services – FY14
- Administration is requesting approval to purchase maintenance,
licensing and services agreements for the 2013/2014 Fiscal Year.

14.18 Contract: Gas Cards
- Administration is requesting approval to issue a purchase order
contract with Voyager Fleet Systems to provide gas cards and gas
card management in the amount not to exceed $125,000 for July 1,
2013 through June 30, 2014.

14.19 Contract: Bus Services
- Administration is requesting approval to award contracts to South
of the Border Tours (vendor name) and Mountain View Tours to
provide bus services for the period July 1, 2013 through June 30,
2014. The contract costs will not exceed $235,000 for fiscal year
2014.
Action Items (Continued)

14.20 Contract: Custodial Services
- Administration is requesting approval to issue a purchase order contract with ISS Facility Services to provide custodial services in the amount not to exceed $1,600,000 for July 1, 2013 through June 30, 2014.

14.21 Contract: Industrial Supplies and Tools
- Administration is requesting approval to issue a purchase order contract with Grainger Industrial Supply for industrial supplies and tools in the amount not to exceed $130,000 for July 1, 2013 through June 30, 2014.

14.22 Contract: Software Licensing
- Administration is requesting approval to award a contract to Accruent for license hosting fees to provide the FAMIS work order management system for Facilities for the period July 1, 2013 through June 30, 2014. The contract costs will not exceed $284,000 for fiscal year 2014.

14.23 Extension of Intergovernmental Agreement: Pima County Sheriff’s Department
- This agreement will permit the continuation for fiscal year 2013-14 of a program in which PCC Adult Education provides GED instruction and testing to the inmates of the Pima County Detention Center.

14.24 Intergovernmental Agreement: Pima County Community Services for Workforce Development Education (2013-2014)
- Administration is requesting approval to renew an Intergovernmental Agreement with the Pima County Community Services Department, Employment and Training Division, which provides tuition assistance for students eligible to receive job training and placement services from the Pima County One Stop. Funding is provided through the Federal Workforce Investment Act and related grants from the Federal Department of Labor. This IGA provides for two PCC staff members to be located onsite at the Pima County One Stops to assist students with all PCC related requirements.

14.25 Information Technology Replacement – FY14
- Administration is requesting approval to replace a portion of the instructional and administrative equipment as well as network and data center equipment and software licenses.
Action Items (Continued)

14.26 Fiscal Year 2012-2013 Adopted Budget Reductions
   • Administration is requesting approval of post year-end expenditure
     budget reductions to match actual expenditures for the fiscal year
     ended June 30, 2013.

14.27 Unclassified Pay Rates for Temporary Employees
   • Administration is requesting approval to change the rates of pay
     for van drivers and classroom models.

Other Action Items

15. Classified Exempt and Classified Non-Exempt Personnel Policy Statements
    2013/2014 Fiscal Year
   • Administration is requesting approval of the proposed changes to policies
     upon conclusion of the Meet and Confer process.

16. Administrative Personnel Policy Statements 2013/2014 Fiscal Year
   • Administration is requesting approval of the proposed changes to the
     Administrative Personnel Policy Statements for College Employees.

17. Personnel Policy Statement for College Employees 2013/2014 Fiscal Year
   • Administration is requesting approval of the proposed changes to the
     Personnel Policy Statements for College Employees.

18. Change of date for September Board of Governors Meetings
   • Administration recommends approval to move the Board of Governors
     Meeting from September 11, 2013 to September 18, 2013.

Adjournment

Regular Meeting
August 14, 2013, 7:00 p.m.
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ 85709-1010

* Option to recess into legal advice executive session — Pursuant to A.R.S. §38-431.03(A)(3)
the Governing Board may vote to go into executive session for the purpose of obtaining legal
advice from its legal counsel with respect to any item listed on this agenda or any addendum
thereto.
* Additional Information — Additional information about the above agenda items can be found in the Governing Board packet that is available for review at the Campus Libraries and on the College’s website at www.pima.edu/board/packets.

* For ADA accommodation requests, please call 206-4539, Teletypewriter (TTY) 206-4530.

Members of the Governing Board may participate by telephone, video or internet conferencing.
# GENERAL MATTERS/REPORTS

**Meeting Date:** 6/12/13  
**Item Number:** 1-8

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Matters/Reports</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Reports by Staff Representatives
5. Reports by Student Representatives
6. Reports by Faculty Representatives
7. Governing Board Member Reports
8. Interim Chancellor’s Report

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**Approval**

Interim Chancellor

Dr. Zelema Harris
**Meeting Date:** 6/12/13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Financial Report – April 2013 Financial Statements | Dr. David Bea  
Executive Vice Chancellor for Finance and Administration  
(206-4519) |

**Recommendation:**

Attached are the financial statements showing preliminary 2012-2013 fiscal year results through April 2013. Time will be provided to discuss College fiscal matters.

**Justification:**

Pima Community College is continuing the year largely as expected, with positive net assets reported through the end of April. As indicated in the *Statement of Revenues, Expenses, and Changes in Net Assets*, the year-to-date increase in net assets through month end is approximately $9.4 million, a change from the previous year’s gain of $12.9 million. The decrease is primarily due to an increase in institutional support expenses for planned capital expenditures.

In terms of operational performance, General Fund revenues and expenditures are in line with budget and our expectations. Personal services expenditures and commitments are 94.1 percent of budget, which is higher than the previous year. Services and supplies expenditures and commitments are approximately 77.8 percent of the budget, which is lower than the previous year.

*Statement of Net Assets*

As shown in *The Statement of Net Assets*, total net assets at the end of April were $226.9 million, which is a decrease of about $2.9 million compared to the same time last year.

**Approvals**

Contact Person

Dr. David Bea

Interim Chancellor

Dr. Zelema Harris
## PIMA COUNTY COMMUNITY COLLEGE DISTRICT

### Statement of Net Assets
April 30, 2013
(Preliminary)

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Current Assets</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$17,597,731</td>
<td>$9,586,478</td>
<td>$10,032,837</td>
</tr>
<tr>
<td>Receivables</td>
<td>45,075,355</td>
<td>4,097,828</td>
<td>2,521</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>13,555,526</td>
<td>647,263</td>
<td>4,097,828</td>
</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td>1,135,502</td>
<td>43,559</td>
<td>7,269</td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>647,263</td>
<td>1,399,094</td>
<td>49,559,085</td>
</tr>
<tr>
<td>Other</td>
<td>7,269</td>
<td>118,456</td>
<td>1,382,271</td>
</tr>
<tr>
<td>Inventories</td>
<td>194,841</td>
<td>194,841</td>
<td>241,856</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>168,082</td>
<td>168,082</td>
<td>233,018</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>$81,824,865</td>
<td>$10,277,300</td>
<td>$10,668,136</td>
</tr>
</tbody>
</table>

| Noncurrent Assets | | | |
| Restricted Cash and Cash Equivalents | 4,261,513 | 4,261,513 | 4,222,575 |
| Notes Receivable (net of allowances) | 754,488 | 754,488 | 1,109,816 |
| Other Long-term Investments | 10,747,996 | 20,000,000 | 30,747,996 |
| Investments in Capital | | | |
| Land | 15,291,311 | 15,291,311 | 15,291,311 |
| Buildings & Leasehold improvements (net of depreciation) | 88,283,401 | 88,283,401 | 93,655,709 |
| Construction in Progress | 1,450,322 | 1,450,322 | 171,778 |
| Equipment (net of depreciation) | 1,773,241 | 1,773,241 | 2,183,231 |
| Library Books (net of depreciation) | 1,876,567 | 1,876,567 | 1,930,512 |
| **Total Noncurrent Assets** | $10,747,996 | 133,690,843 | 144,438,839 |

| Total Assets | $92,572,861 | $10,277,300 | $144,358,979 | $247,209,140 | $253,329,392 |

| LIABILITIES | Current Liabilities | | |
| Accrued Payroll and Benefits | $6,025,137 | $6,025,137 | $5,530,700 |
| Accounts Payable and Accrued Liabilities | (1,317,345) | 20,887 | (1,156,700) | (2,026,565) |
| Deposits Held in Custody | 446,293 | 446,293 | 444,944 |
| Current Portion of Long-term Liabilities | 4,142,048 | 4,142,048 | 5,109,263 |
| **Total Current Liabilities** | $8,849,840 | 20,887 | 586,051 | 9,456,778 | 9,058,392 |

| Noncurrent Liabilities | | | |
| Deferred Revenue | 3,838,651 | 3,838,651 | 3,993,397 |
| Long-term Liabilities | 3,558,364 | 3,558,364 | 6,838,364 |
| **Total Noncurrent Liabilities** | $7,397,015 | 3,434,746 | 10,831,761 | 14,457,247 |

| Total Liabilities | $16,246,855 | 20,887 | $4,020,797 | $20,288,539 | $23,515,639 |

| NET ASSETS | Invested in Capital Assets | | |
| (net of related debt) | | | |
| Restricted for: | | | |
| Loans | 1,631,016 | 1,631,016 | 1,858,632 |
| Debt Service | 3,585,316 | 3,585,316 | 3,878,389 |
| Other (Capital Projects) | 1,471,683 | 1,471,683 | 1,753,717 |
| Grants and Contracts | | | |
| Unrestricted | 76,326,006 | 8,784,730 | 29,727,009 | 114,837,745 | 117,805,475 |
| **Total Net Assets** | $76,326,006 | 10,256,413 | $140,338,182 | $226,920,601 | $229,813,753 |
## Statement of Revenues, Expenses and Changes in Net Assets

For Ten Months Ending April 30, 2013

<table>
<thead>
<tr>
<th>CURRENT FUNDS</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$ 49,118,007</td>
<td>$ 50,262,312</td>
</tr>
<tr>
<td>Contracts</td>
<td>1,991,891</td>
<td>1,991,891</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,081,936</td>
<td>1,081,936</td>
</tr>
<tr>
<td>Commission and Rents</td>
<td>25,000</td>
<td>281,281</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>349,486</td>
<td>4,144,137</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$ 51,484,384</td>
<td>$ 57,761,557</td>
</tr>
</tbody>
</table>

| **OPERATING EXPENSES** |            |            |
| Educational and General |            |            |
| Instruction | 46,111,429 | 50,397,733 | 49,196,203 |
| Academic Support | 17,344,327 | 20,001,785 | 22,261,149 |
| Student Services | 16,688,643 | 361,018 | 19,359,280 |
| Institutional Support | 25,232,950 | 29,950,619 | 25,118,297 |
| Operation and Maintenance of Plant | 10,228,441 | 19,350,283 | 16,168,237 |
| Depreciation | 5,857,754 | 5,857,754 | 5,812,834 |
| **Total Operating Expenses** | $ 116,604,224 | $ 189,090,001 | $ 192,423,707 |

| **Net Operating Gain (Loss)** | $ (65,119,840) | $ (49,152,032) | $ (131,328,444) | $ (134,438,190) |

| **NONOPERATING REVENUES (EXPENSES)** |            |            |
| State Appropriations | $ 7,353,500 | $ 7,353,500 | $ 7,146,400 |
| Property Taxes | 80,238,106 | 82,065,969 | 77,822,658 |
| Federal Grants | 8,208 | 47,396,517 | 58,605,087 |
| State and Local Grants | 893,873 | 893,873 | 1,681,808 |
| State Shared Sales Taxes | 1,616,877 | 1,616,877 | 1,550,709 |
| Gifts | 543,523 | 543,523 | 480,323 |
| Investment Income | 827,594 | 830,291 | 5,210 |
| **Net Nonoperating Revenues** | $ 88,427,408 | $ 140,700,550 | $ 147,292,195 |

| **Income before Other Revenues, Expenses, Gains, or Losses** |            |            |
| **Transfers** | (12,286,342) | 14,828,342 | 12,854,005 |

| **Increase (Decrease) in Net Assets** | $ 11,021,226 | $ 9,372,106 | $ 12,854,005 |

| **NET ASSETS** |            |            |
| Net Assets - Beginning of Year | $ 65,304,780 | $ 217,548,495 | $ 216,959,748 |
| Net Assets - End of Period | $ 76,326,006 | $ 226,920,601 | $ 229,813,753 |
## PIMA COUNTY COMMUNITY COLLEGE DISTRICT

### Summary of Expenditures and Encumbrances - General Fund - Budget and Actual

For Ten Months Ending April 30, 2013

<table>
<thead>
<tr>
<th>EXPENDITURES BY FUNCTION</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADJUSTED BUDGET</td>
<td>TOTAL COMMITTED AMOUNT</td>
</tr>
<tr>
<td><strong>Educational and General</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$62,195,320</td>
<td>$50,517,946</td>
</tr>
<tr>
<td>Academic Support</td>
<td>23,877,749</td>
<td>20,573,119</td>
</tr>
<tr>
<td>Student Services</td>
<td>22,242,739</td>
<td>20,166,569</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>34,319,107</td>
<td>30,491,124</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>12,981,921</td>
<td>12,119,830</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,106,000</td>
<td>998,434</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>12,286,342</td>
<td>12,286,342</td>
</tr>
<tr>
<td>Fund balance reserved for contingency</td>
<td>8,884,523</td>
<td>8,884,523</td>
</tr>
<tr>
<td><strong>Total Expenditures by Function</strong></td>
<td>$177,893,701</td>
<td>$147,153,364</td>
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<table>
<thead>
<tr>
<th>EXPENDITURES BY ACCOUNT</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADJUSTED BUDGET</td>
<td>TOTAL COMMITTED AMOUNT</td>
</tr>
<tr>
<td><strong>Personal Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>$6,426,527</td>
<td>$6,426,527</td>
</tr>
<tr>
<td>Faculty</td>
<td>23,312,949</td>
<td>23,154,992</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,241,731</td>
<td>777,465</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>13,877,023</td>
<td>13,877,023</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>39,735,577</td>
<td>39,506,245</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>5,117,734</td>
<td>4,878,593</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>1,241,731</td>
<td>777,465</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>28,178,515</td>
<td>22,284,401</td>
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<tr>
<td><strong>Total Personal Services</strong></td>
<td>$117,902,056</td>
<td>$110,905,246</td>
</tr>
<tr>
<td><strong>Services and Supplies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>5,670,723</td>
<td>4,452,620</td>
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<tr>
<td>Travel</td>
<td>2,823,204</td>
<td>1,572,529</td>
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<td>Contractual Services</td>
<td>12,636,915</td>
<td>11,058,374</td>
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<td>Supplies and Materials</td>
<td>7,191,877</td>
<td>4,568,490</td>
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<td>Student Financial Aid</td>
<td>1,106,000</td>
<td>998,434</td>
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<td>Current Fixed Charges</td>
<td>2,669,252</td>
<td>2,321,853</td>
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<tr>
<td><strong>Total Services and Supplies</strong></td>
<td>$32,097,971</td>
<td>$24,972,300</td>
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<tr>
<td>Capital Equipment</td>
<td>436,541</td>
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<tr>
<td>Transfers</td>
<td>12,286,342</td>
<td>12,286,342</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,374,764</td>
<td>(1,579,233)</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>13,796,027</td>
<td>132,168</td>
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<tr>
<td><strong>Total Expenditures by Account</strong></td>
<td>$177,893,701</td>
<td>$147,153,364</td>
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</tbody>
</table>
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

COMMITMENTS FOR INSTITUTIONAL SUPPORT

COMMITMENTS FOR OPERATION & MAINTENANCE OF PLANT

COMMITMENTS FOR STUDENT FINANCIAL AID
Information:

For your information, the Interim Chancellor submits the following separations from employment:

**Retirements**

**Demic, Brenda**
Human Resources Analyst
DO – Employment Operations
Effective: 5/17/13

Ms. Demic was hired in 1987 as a personnel technician in the Human Resources department at the District Office. She has held positions in the areas of benefits and recruitment within the Human Resources department as a specialist and analyst.

**Heinrich, Susan L.**
Instructional Faculty – Fitness and Sports Science
WC – Fitness and Sports Science
Effective: 6/6/13

Ms. Heinrich was hired as instructional faculty in fitness and sports science in 1993 at the West Campus. She has served on accreditation committees, professional development workshops and as department chair.

**Johnston, Lesley J.**
Support Coordinator
EC – Campus President
Effective: 6/3/13

Ms. Johnston was hired in 1993 as a secretary in Corporate and Community Education. She has held several administrative support positions at the West Campus. In 1998, she was promoted to the position of administrative assistant to the campus president at the Downtown Campus and transferred to the support coordinator to the campus president at the East Campus in 2003.

(Continued)
Maluf, Linda Y.
Instructional Faculty – Biology
WC – Biology
Effective: 5/16/13

Dr. Maluf was hired as instructional faculty in 1993 at the West Campus. She has also served as a department chair and a facilitator for the Tech Prep program.

Melton, Philip D.
Instructional Faculty – Art
EC – Art
Effective: 5/16/13

Mr. Melton was hired as instructional faculty in 1991 at the East Campus. He has served as a department chair and as a mentor to adjunct faculty.

Miles, Suzanne L.
Campus President
CC – Office of the President
Effective: 6/7/13

Dr. Miles was hired in 1985 as temporary grant coordinator at the East Campus. In 1988, she also served as adjunct faculty teaching Speech at the East Campus as well as mentoring other adjunct faculty. In 1992, Dr. Miles was hired as a full-time educational planner and coordinator at the East Campus. She has served in various positions at the College during her career, including associate dean of instruction, dean of instruction, provost and executive vice chancellor for academic services, campus president and interim chancellor.

Riechers, Janet E.
Instructor
DV – Center for Training and Development
Effective: 5/23/13

Ms. Riechers was hired in 2005 as an instructor in nursing at the Center for Training and Development at the Desert Vista Campus. She has served as a lead instructor in the nursing program at the Center since 2007.

Roff, Janet
Laboratory Technician
WC – Instruction/Academic Services
Effective: 5/28/13

Ms. Roff was hired in 1987 as a laboratory assistant in the Instructional Activities Lab at the West Campus. In 2004, she became a laboratory technician.

(Continued)
Ross, Nancy E.
Instructional Faculty – Writing
DC – Writing and Reading
Effective: 5/16/13

Ms. Ross was hired as instructional faculty in writing in 1993. She also facilitated and participated in number professional development workshops for writing and in workshops provided through Title V grant.

Wahl, Donald
IT Manager
DO – Development Services Operations
Effective: 6/27/13

Mr. Wahl was hired in 2000 as Programming Support Manager in Information Technology at the District Office and is retiring from this position.

Werbylo, Roger T.
Instructional Faculty – Mathematics
WC – Mathematics
Effective: 5/16/13

Mr. Werbylo was hired as instructional faculty in 1989 at the West Campus. He has served as a department chair, student learning outcomes facilitator and as facilitator and participant in various professional development workshops.

Separations from Employment

DeJongh, Jennifer J.
Laboratory Specialist
WC – Social Sciences
Effective: 6/7/13

Joe D. Hill
Trades/Maintenance Technician
DO – Plant Operations
Effective: 5/3/13

Approvals

Contact Person ________________________________
Janet L. May

Interim Chancellor ________________________________
Dr. Zelema Harris
INFORMATION ITEM

Meeting Date: 6/12/13                  Item Number: 11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Aide Hires</td>
<td>Janet L. May, Vice Chancellor for Human Resources (206-4624)</td>
</tr>
</tbody>
</table>

Information:

The Interim Chancellor submits the following list of appointments for student aides.

There are none to report.

Approvals

Contact Person ________________________________
Janet L. May

Interim Chancellor ________________________________
Dr. Zelema Harris
INFORMATION ITEM

Meeting Date: 6/12/13  Item Number: 12

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Acting Administrator Appointment</td>
<td>Janet L. May, Vice Chancellor for Human Resources</td>
</tr>
<tr>
<td></td>
<td>(206-4624)</td>
</tr>
</tbody>
</table>

Information:

The Interim Chancellor submits the following information for acting assignments:

**Simpson, Ph.D., Robert**  Acting Vice President of Instruction
Salary: $113,812  Community Campus
Effective: 7/1/13*

Education: Bachelor of Science, Physics, University of Illinois, Urbana, Illinois; Master of Business Administration, University of California, Berkeley, California; Master of Arts, Physics, Doctor of Philosophy, Biophysics, Harvard University, Cambridge, Massachusetts

Experience: Dr. Simpson has three years experience as Academic Dean of Instruction; one year experience as Acting Division Dean of Instruction; four years experience as Department Chair, Science and Technology; and five years experience as Instructional Faculty Biology for Pima Community College in Tucson, Arizona. He also has one year experience as Director of Science and Mathematics at the University of California, Berkeley extension in Berkeley, California; one year as an instructor of Biology at Contra Costa College in San Pablo, California; three years experience as a financial advisor for American Express and Metlife in Walnut Creek, California; five years experience as a principal for The Blake-Hamill Group in Danville, California; three years experience as the director of project planning for InSite Vision, Incorporated in Alameda, California; and ten years experience as program director for Plant Cell Research Institute in Dublin, California

Recruitment Overview:

The position was advertised internally; eight complete applications were received, one was subsequently withdrawn by the applicant and seven candidates were interviewed by the selection advisory group.

* Acting assignments are normally for no more than six months or until the regular position is filled whichever comes first. Acting Assignments may be extended upon the approval of Chief Human Resources Officer dependent upon regular recruitment for the position and needs of the college.
Zirbes, Ph.D., Darla  Acting Northwest Campus President  

Salary: $152,996  Northwest Campus  
Effective: 7/1/13*  
Education: Associate of Arts, Liberal Arts, Bismarck State College, Bismarck, North Dakota; Bachelor of Science, Elementary Education, Moorhead State University, Moorhead, Minnesota; Master of Education, Elementary Education, Northern Arizona University, Flagstaff, Arizona; Doctor of Philosophy, Literacy Acquisition, and Education, University of Arizona, Tucson, Arizona  
Experience: Dr. Zirbes has one year experience as Vice President of Instruction at Community Campus; one year experience as Vice President of Instruction at Northwest Campus; and one year experience as Vice President of Student Development at Northwest Campus at Pima Community College in Tucson, Arizona. She also has five years experience as the director of Pima County programs and ten years as faculty at the University of Arizona, South in Tucson, Arizona.  
Recruitment Overview:  
The position was advertised internally; seven complete applications were received, one was subsequently withdrawn by the applicant and six candidates were interviewed by the selection advisory group.  

* Acting Assignments are normally for no more than six months or until the regular position is filled whichever comes first. Acting Assignments may be extended upon the approval of Chief Human Resources Officer dependent upon regular recruitment for the position and needs of the college.  

Approvals  
Contact Person ________________________________  
Janet L. May  
Interim Chancellor______________________________  
Dr. Zelema Harris
# ACTION ITEM

**Meeting Date:** 6/12/13  
**Item Number:** 13A

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting of April 19, 2013 (4 pm)</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Special Meeting of April 19, 2013 (4 pm) are submitted for approval.

---

**Approval**

Interim Chancellor__________________________  
Dr. Zelema Harris
A Special Meeting of the Pima County Community College Chancellor Search Advisory Committee was held on Friday, April 19, 2013, at 4:00 p.m. in the Chancellor’s Conference Room B-218 at 4905 E. Broadway Blvd., Tucson AZ 85709.

**Persons in Attendance**

**Search Committee Members**
Brenda Even, Co-Chair
David Longoria, Co-Chair
David Clark
Scott Collins
Kimlisa Duchicela Salazar
Mary Beth Ginter
Carol Gorsuch
Julie Hecimovich
Ken Marcus
Lea Marquez-Peterson
Keith McIntosh
Sophia Ramos
Norm Rebenstorf
Shirley Scott
Wendy Turner
Bill Ward

**Legal Counsel**
John Richardson

**Administration/Staff**
Lynne Wakefield

**Other**
Narcisa Polonia, Association of Community College Trustees (participation via Skype)

Technical staff members were also present to facilitate operation of video conferencing equipment but did not participate in the meeting.

**Call to Order**
Dr. Even and Mr. Longoria called the meeting to order at 4:05 p.m.

**Motion to conduct Executive Sessions**
Motion No. 7179
Keith McIntosh – M; Bill Ward – S; to conduct Executive Sessions pursuant to A.R.S. §§ 38-431.03(A)(1) (personnel) and 38-431.03(A)(3) (legal advice).

Vote: All Committee members present voted “aye” by voice vote. None were opposed. Motion carried.

Recess into Executive Sessions

The Committee recessed into the above referenced Executive Sessions at 4:07 p.m.

Resumption of Open Session

The Committee resumed Open Session at 6:45 p.m.

**Motion to recommend finalists**

**Motion No. 7180**

Kimlisa Duchicela Salazar – M; Keith McIntosh – S; to recommend the following four individuals in alphabetic unranked order as the finalists for the position of Chancellor:

Terrence J. Burgess
Lee D. Lambert
Greg P. Smith
Elnora T. Webb

Vote: All Committee members present voted “aye” by voice vote. None were opposed. Motion carried.

Recess back into Executive Session

The Committee resumed the above referenced Executive Sessions at 6:50 p.m. The Governing Board and legal counsel Jeff Silvyn were invited to join the Committee for a joint Executive Session discussion. The Governing Board had also recessed into Executive Sessions addressing the same topics as the Committee (see separate minutes of the Governing Board).

Resumption of Open Session

The Committee resumed open session at 7:29 p.m.

Adjournment
The meeting adjourned at 7:30 p.m.

__________________________________________
Secretary

__________________________________________
Date
ACTIONS ITEM

Meeting Date: 6/12/13  
Item Number: 13B

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting of April 19, 2013 (7:45 pm)</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

The unapproved minutes of the Special Meeting of April 19, 2013 (7:45 pm) are submitted for approval.

Approval

Interim Chancellor ________________________________

Dr. Zelema Harris
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Special Meeting of the Pima County Community College District Board of Governors was held on Friday, April 19, 2013 at 7:45 p.m., in the Community/Board Room at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

BOARD MEMBERS
Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee
Scott Stewart

RECORDING SECRETARY
Gabriela De Echavarri

LEGAL COUNSEL
Jeffrey Silvyn

ADMINISTRATION
Zelma Harris, Interim Chancellor
Stella Bay, Executive Director of Public Safety
David Bea, Executive Vice Chancellor, Finance
Johnson Bia, President, Desert Vista Campus
Luba Chliwniak, President, Downtown Campus
Aubrey Conover, Vice President of Student Development
Dolores Durán-Cerda, Senior Assistant to the Provost (Acting)
Charlotte Fugett, President, East Campus
Donna Gifford, Vice President of Instruction
Mary Beth Ginter, Academic Dean
Mary Ann Martinez Sanchez, Vice Provost and Assistant Vice Chancellor, Academic Services
Janet May, Vice Chancellor, Human Resources
Keith McIntosh, Vice Chancellor, Information Technology
Leticia Menchaca, Assistant Vice Chancellor, Student Services
Jerry Migler, Provost and Executive Vice Chancellor
Lorraine Morales, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Jerry Hynes, Vice President of Student Development
Stan Steinman, Academic Dean
Michael Tulino, Vice President of Student Development
Anne Vosberg, Vice President of Student Development
William Ward, Vice Chancellor, Facilities
Daniel Wright, Dean of Online Development
Darla Zirbes, Vice President of Instruction
Call to Order
Marty Cortez called the meeting to order at 5:30 p.m.

Pledge of Allegiance
Sylvia Lee led the Pledge of Allegiance.

Motion No. 7181
Scott Stewart – M; Sylvia Lee – S; to conduct Executive Sessions pursuant to A.R.S. §38-431.03(A)(1) — Discussion or consideration of personnel issues, concerning the Interim Chancellor employment and assignment.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

Recess into Executive Sessions
The Board recessed into the above referenced Executive Sessions at 5:31 p.m.

Resumption of Open Session
The Board resumed Open Session at 7:40 p.m.

Fiscal Year 2013-2014 Employee Salary Increases

Motion No. 7182
David Longoria – M, Scott Stewart – S, to approve the following salary increases: Non-exempt staff will receive a 3 percent salary pool increase to fund steps for those who attain a step, with the remainder of the pool to be used to lift the schedule; Exempt staff will receive a 2 percent salary schedule lift; Faculty will receive a 3 percent salary pool increase to fund steps; Non-executive administrators will receive a 1 percent salary schedule lift and executive administrators will receive a 0.5 percent pay supplement to offset increases in retirement costs.

Vote: Board members present other than Board member Sylvia Lee voted “aye” by voice vote. Sylvia Lee “nay.” Motion carried.
Recess into Executive Sessions

The Board recessed into the above referenced Executive Sessions at 8:30 p.m.

Resumption of Open Session

The Board resumed Open Session at 9:59 p.m.

Adjournment

The meeting adjourned at 10:00 p.m.

___________________________________________
Secretary

___________________________________________
Date
### ACTION ITEM

**Meeting Date:** 6/12/13

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Title</th>
<th>Contact Person</th>
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<tr>
<td>13C</td>
<td>Unapproved Minutes of the Special Meeting of April 22, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
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**Recommendation:**

The unapproved minutes of the Special Meeting of April 22, 2013 are submitted for approval.

---

**Approval**

Interim Chancellor

Dr. Zelem Harris
PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING MINUTES
April 22, 2013

A Special Meeting of the Pima County Community College District Governing Board was held on Monday, April 22, 2013 at 6:00 p.m., in Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-5000.

Persons in Attendance

Board Members
Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee
Scott Stewart

Recording Secretary
Gabriela De Echávarri

Attorney for the Board
Jeffrey Silvyn

Administration/Staff
Zelema Harris

Call to Order
Brenda Even called the meeting to order at 6:10 pm.

Motion to conduct Executive Sessions
Motion No. 7183
Scott Stewart – M; Marty Cortez – S; to conduct Executive Sessions pursuant to A.R.S. §38-431.03(A)(1) — (personnel) and A.R.S. § 38-431.03(A)(3) (legal advice).

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

Recess into Executive Sessions

The Board recessed into the above referenced Executive Sessions at 6:11 p.m.

Resumption of Open Session

The Board resumed Open Session at 8:08 p.m.
Adjournment

The meeting adjourned at 8:09 p.m.

__________________________________________
Secretary

__________________________________________
Date
Pima County Community College District
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 6/12/13

Item Number: 13D

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<th>Item Title</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting of April 29, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
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</table>

Recommendation:

The unapproved minutes of the Special Meeting of April 29, 2013 are submitted for approval.

Approval

Interim Chancellor

Dr. Zelema Harris
A Special Meeting of the Pima County Community College District Governing Board was held on Monday, April 29, 2013 at 7:00 p.m., in Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-5000.

Persons in Attendance

Board Members
Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee
Scott Stewart

Recording Secretary
Gabriela De Echávarri

Call to Order
Brenda Even called the meeting to order at 7:00 pm.

Motion to conduct Executive Sessions
Motion No. 7184
Scott Stewart – M; Marty Cortez – S; to conduct Executive Sessions pursuant to A.R.S. §38-431.03(A)(1) — (personnel), to interview Lee D. Lambert, finalist candidate for the Chancellor’s position.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

Recess into Executive Sessions
The Board recessed into the above referenced Executive Sessions at 7:01 p.m.

Resumption of Open Session
The Board resumed Open Session at 9:29 p.m.

Adjournment
The meeting adjourned at 9:30 p.m.

__________________________________________
Secretary

__________________________________________
Date
**ACTIONS ITEM**

**Meeting Date:** 6/12/13  
**Item Number:** 13E

<table>
<thead>
<tr>
<th>Item Title</th>
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<tr>
<td>Unapproved Minutes of the Special Meeting of April 30, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Special Meeting of April 30, 2013 are submitted for approval.

---

**Approval**

Interim Chancellor  
Dr. Zelem Harris
A Special Meeting of the Pima County Community College District Governing Board was held on Tuesday, April 30, 2013 at 7:00 p.m., in Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-5000.

Persons in Attendance

Board Members
Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee
Scott Stewart

Recording Secretary
Gabriela De Echávarri

Call to Order
Brenda Even called the meeting to order at 7:00 pm.

Motion to conduct
Executive Sessions
PASSES

Motion No. 7185
David Longoria – M; Sylvia Lee – S; to conduct Executive Sessions pursuant to A.R.S. §38-431.03(A)(1) — (personnel), to interview Terrence Burgess, finalist candidate for the Chancellor’s position.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

Recess into Executive Sessions
The Board recessed into the above referenced Executive Sessions at 7:01 p.m.

Resumption of Open Session
The Board resumed Open Session at 8:44 p.m.

Adjournment
The meeting adjourned at 8:45 p.m.

__________________________
Secretary

__________________________
Date
# ACTION ITEM

**Meeting Date:** 6/12/13  
**Item Number:** 13F

<table>
<thead>
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<th>Item Title</th>
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<tr>
<td>Unapproved Minutes of the Special Meeting of May 1, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Special Meeting of May 1, 2013 are submitted for approval.

---

**Approval**

Interim Chancellor  
Dr. Zelema Harris
A Special Meeting of the Pima County Community College District Governing Board was held on Wednesday, May 1, 2013 at 7:00 p.m., in Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-5000.

**Persons in Attendance**

**Board Members**
Brenda Even, Chair  
David Longoria, Secretary  
Marty Cortez  
Sylvia Lee  
Scott Stewart  

**Recording Secretary**  
Gabriela De Echávarri  

**Call to Order**
Brenda Even called the meeting to order at 7:00 pm.

**Motion to conduct Executive Sessions**

**Motion No. 7186**
Marty Cortez – M; David Longoria – S; to conduct Executive Sessions pursuant to A.R.S. §38-431.03(A)(1) — (personnel), to interview Greg Smith, finalist candidate for the Chancellor’s position.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

**Recess into Executive Sessions**

The Board recessed into the above referenced Executive Sessions at 7:01 p.m.

**Resumption of Open Session**

The Board resumed Open Session at 9:29 p.m.

**Adjournment**

The meeting adjourned at 9:30 p.m.

__________________________________________  
Secretary

__________________________________________  
Date
ACTION ITEM

Meeting Date: 6/12/13

Item Number: 13G

Item Title

Unapproved Minutes of the Special Meeting of May 2, 2013

Contact Person

Chancellor’s Office
(206-4747)

Recommendation:

The unapproved minutes of the Special Meeting of May 2, 2013 are submitted for approval.

Approval

Interim Chancellor ________________________________

Dr. Zelema Harris
A Special Meeting of the Pima County Community College District Governing Board was held on Thursday, May 2, 2013 at 7:00 p.m., in Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-5000.

Persons in Attendance

Board Members
Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee
Scott Stewart

Recording Secretary
Gabriela De Echávarri

Call to Order
Brenda Even called the meeting to order at 7:00 pm.

Motion to conduct Executive Sessions
Motion No. 7187
Sylvia Lee – M; Scott Stewart – S; to conduct Executive Sessions pursuant to A.R.S. §38-431.03(A)(1) — (personnel), to interview Elñora Tena Webb, finalist candidate for the Chancellor’s position.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

Recess into Executive Sessions
The Board recessed into the above referenced Executive Sessions at 7:01 p.m.

Resumption of Open Session
The Board resumed Open Session at 8:58 p.m.

Adjournment
The meeting adjourned at 9:00 p.m.

__________________________________________
Secretary

__________________________________________
Date
# ACTION ITEM

**Meeting Date:** 6/12/13  
**Item Number:** 13H

<table>
<thead>
<tr>
<th>Item Title</th>
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<td>Unapproved Minutes of the Special Meeting of May 3, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Special Meeting of May 3, 2013 are submitted for approval.

---

**Approval**

Interim Chancellor  
Dr. Zelema Harris
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Special Meeting of the Pima County Community College District Board of Governors was held on Friday, May 3, 2013 at 3:00 p.m., in the Community/Board Room at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

BOARD MEMBERS

Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee
Scott Stewart

RECORDING SECRETARY

Gabriela De Echavarri

LEGAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Zelema Harris, Interim Chancellor
Mary Beth Ginter, Academic Dean
Alex Kajstura, President, Northwest Campus
Mary Ann Martinez Sanchez, Vice Provost and
   Assistant Vice Chancellor, Academic
   Services
Leticia Menchaca, Assistant Vice Chancellor,
   Student Services
Rachelle Howell, Assistant Vice Chancellor for Grants
Nancee Sorenson, Vice President of Student Development
Michael Tulino, Vice President of Student Development
Anna Reese, Executive Director of Financial Aide
Debora Yoklic, Assistant Vice Chancellor
Call to Order

Brenda Even called the meeting to order at 3:08 p.m.

Dr. Karen Solomon, Vice President with the Higher Learning Commission, provided information on probation and the College’s obligations in regards to the HLC report. Dr. Solomon reviewed the components of the evaluation and gave an overview of the HLC functions. She noted the importance of front line employees be informed about accreditation and be able to provide information. She noted the College’s website has a link to the HLC that provides status overview. Dr. Solomon informed the monitoring report will be due in August of 2013 and the self-study report will be due in July of 2014. Board members posed questions to Dr. Solomon about the elements of accreditation.

Dr. Cecilia López, who served as Associate Vice Chancellor for Accreditation and Assessment for the City Colleges of Chicago, shared perspectives and experiences from her career related to managing change in post-secondary educational institutions and addressing accreditation-related issues. Dr. López noted that change will not happened over night and will not be easy but the College should consider this time as an opportunity for growth and development and collectively move forward.

Adjournment

The meeting adjourned at 4:50 p.m.

___________________________________________
Secretary

___________________________________________
Date
Unapproved Minutes of the Special Meeting of May 8, 2013

Recommendation:

The unapproved minutes of the Special Meeting of May 8, 2013 are submitted for approval.

Interim Chancellor

Dr. Zelema Harris
A Special Meeting of the Pima County Community College District Governing Board was held on Wednesday, May 8, 2013 at 5:30 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

Persons in Attendance

Board Members
Brenda Even, Chair
Marty Cortez
Sylvia Lee
David Longoria, Secretary
Scott Stewart

Recording Secretary
Gabriela De Echávarri

General Counsel
Jeffrey Silvyn

Administration/Staff
Zelema Harris
Lori Cox
Janet May

Call to Order
Brenda Even called the meeting to order at 5:30 pm.

Motion to conduct Executive Sessions
Motion No. 7188
Sylvia Lee – M; Scott Stewart – S; to conduct Executive Sessions pursuant to A.R.S. A.R.S. § 38-431.03(A)(3) (legal advice). A.R.S. § 38-431.03(A)(4) (consultation and legal advice) and A.R.S. §38-431.03(A)(5) (consultation and direction to negotiation representatives).

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.
Recess into Executive Sessions

The Board recessed into the above referenced Executive Sessions at 5:31 p.m.

Resumption of Open Session

The Board resumed Open Session at 6:59 p.m.

Adjournment

The meeting adjourned at 7:00 p.m.

__________________________________________
Secretary

__________________________________________
Date
<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Title</th>
<th>Contact Person</th>
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<td>13J</td>
<td>Unapproved Minutes of the Special Meeting of May 8, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
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</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Regular Meeting of May 8, 2013 are submitted for approval.

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**Approval**

Interim Chancellor ____________________________________________  
Dr. Zelema Harris
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, May 8, 2013 at 7:30 p.m., in the Community/Board Room at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

BOARD MEMBERS

Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee
Scott Stewart

BOARD REPRESENTATIVES

Amy Parker, Staff
Robert Ramirez, Staff
John Valenzuela, Student
Kimlisa Salazar Duchicela, Faculty
Patricia Figueroa, Faculty

RECORDING SECRETARY

Gabriela De Echávarri

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Zelema Harris, Interim Chancellor
Lou Albert, President, West Campus
Brian Basgen, Assistant Vice Chancellor, Information Technology (Acting)
Stella Bay, Executive Director, Department of Public Safety
David Bea, Executive Vice Chancellor, Finance and Administration
Johnson Bia, President, Desert Vista Campus
Luba Chliwniak, President, Downtown Campus
Aubrey Conover, Vice President of Student Development
Dolores Duran-Cerda, Senior Assistant to the Provost (Acting)
Charlotte Fugett, President, East Campus
Deborah Gaddy, Academic Dean
Mary Beth Ginter, Academic Dean
Donna Gifford, Vice President of Instruction
John Gillis, Academic Dean
Diane Groover, Assistant Vice Chancellor for Student Development
Jerry Haynes, Vice President of Student Development
William Howard, Assistant Vice Chancellor, Business Services
Alex Kajstura, President Northwest Campus
C.J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations
Darla Lammers, Vice President of Instruction
Mary Ann Martinez Sanchez, Vice Provost and Assistant Vice Chancellor, Academic Services
Janet May, Vice Chancellor, Human Resources
Keith McIntosh, Vice Chancellor, Information Technology
Leticia Menchaca, Assistant Vice Chancellor, Student Development
Jerome Migler, Provost/Executive Vice Chancellor
Lorraine Morales, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Ann Parker, Vice President of Student Development
Anna Reese, Executive Director, Financial Aid
Ted Roush, Vice President of Instruction
Nancee Sorenson, Vice President of Student Development
Stan Steinman, Academic Dean
Heather Tilson, Executive Director, Planning and Institutional Research
Michael Tulino, Vice President of Student Development
Anne Vosberg, Vice President of Student Development
William Ward, Vice Chancellor, Facilities
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, Vice President of Instruction
Call to Order

Brenda Even called the meeting to order at 7:40 p.m.

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

Comments from Chairperson and Board Members

Chairperson Even informed Drs. Migler and Martinez Sanchez will give a presentation about the process and timelines the College will follow in regards to the HLC report. Dr. Even appreciated the visit of Dr. Karen Solomon and Dr. Cecilia Lopez who provided helpful information about the expectations of the HLC and is confident the College will be removed from probation. Chairperson Even informed about the status of the Chancellor search and thanked once again the search committee members. She recognized the College has to work to regain the confidence of the community and apologized for any contribution she has made to the current status of the College. She also mentioned that she has a responsibility to the College and does not plan to resign.

David Longoria, Secretary to the Board, noted that despite of the repeated calls for his resignation from the Board of Governors, he will not resign. If there is an effort to call for an early election, he would respect that and will be fully prepared to defend his place on the Board. Mr. Longoria noted that until then, he will represent the constituents who elected them and will help conduct business of the College. He asked to put differences aside, disregard mutual disagreement and work together in collaboration for the good of the College.

Board member Cortez thanked everyone for taking the time to come to the meeting. She noted that at this time she would like to continue serving Pima Community College. Ms. Cortez apologized and took responsibility for her lack of oversight which contributed to hurt many. She noted she is fully committed to work with the HLC, Dr. Harris and anyone necessary to remove the College from probation.

Board Member Stewart informed he will not resign. He noted that at the March meeting he took responsibility from his part in how the College fell in the current situation. Mr.
Stewart apologized for not following up on the anonymous letter he received and mention that in the future he will be more careful and will follow-up on issues and shared them with the Board members.

Board member Lee noted she believes Mr. Stewart is sincere in his apology. She also mentioned Ms. Cortez has been very much apologetic and sincere. She asked the Board members that if none are stepping down, they should, as a group, considered that Dr. Even should step down as a chair and allow Ms. Cortez to be the Board’s chairperson.

Public Comment and Reports

Public Comment

Kathleen Baggs addressed the Board about governance.

April Ramey addressed the Board regarding Board leadership. John Valenzuela addressed the Board regarding Board leadership.

Mary Mitchel addressed the Board about Adjunct Faculty be included for the 2013-14 pay raise.

Carol Gorsuch, addressed the Board regarding the Chancellor’s search process.

Mario Gonzalez addressed the Board regarding governance and about the HLC report.

Joe Labuda, Christine Badke, Cort Chalfant, Kelly Ponzio, Fred D’Angelo, Luis Gonzales, Joe McGath, Michael Lopez, Ilse Flores and April Dinius asked the Board to resign.

Molly Little addressed the Board regarding the law firm DeConcini, McDonald, Yetwin and Lacy being accountable for the lack of proper advice to the Board and asked four members of the Board to resign.

Lyn Olsen, addressed the Board regarding the Board’s practices.

Staff Representatives

Staff Representative Robert Ramirez reported on the Staff Council meeting of May 3. Highlights included the
following: Chancellor’s Report: Interim Chancellor Harris informed she has invited two consultants to assist College personnel to understand the HLC process. Dr. Harris also announced she will bring a facilitator with experience in academic standards, developmental education and best practices to present at the College. Provost and Executive Vice Chancellor’s Report: Dr. Migler reported that his office is working on the response to the HLC monitoring report. He also noted personnel in his office have been creating a framework for the self-study to gather information which will involve a substantial amount of work and time. Liaison Report: Janet May, Vice Chancellor for Human Resources, reported on recruitment statistics. Campus/District Reports: Assistant Vice Chancellor Yoklic informed that SPGs 1302/AB and 3501-AA will be posted on the website for twenty one days for review. Jeffrey Silvyn, General Counsel, reported that SPG 1501-AC will also be posted for twenty one days for review. Assistant Vice Chancellor for Student Development Leticia Menchaca and Northwest Campus Vice President of Instruction Michael Tulino presented the step-by-step document for addressing code of conduct violations. AFSCME Report: There was no report. ACES Report: There was no report. Council Report: There was no report.

Student Representatives

Student Representative John Valenzuela reported on recent events from each campus. Highlights included: Community Campus: Student Leadership Council members from El Rio and El Pueblo Liberty Education Centers took two field trips to attend Pima County Board of Supervisors meetings on April 2nd and 6th. Desert Vista Campus: held a Sexual Assault/Domestic Violence Awareness Month. Downtown Campus: Held the End-of-Year Student Recognition Banquet. East Campus: Celebrated Armed Forces Day during the month of May. Northwest Campus: Held “Movies on Campus” in the campus’ amphitheater. West Campus: Held the Annual Leadership Recognition Ceremony on Friday, May 10th.

Faculty Representatives

Faculty Representatives Patricia Figueroa and Kimlisa Salazar Duchicela shared information about activities and communications that occurred at the May 3 meeting. Highlights included the following: Kimlisa Salazar
Duchicela noted the public comment made by Mary Mitchell had a resolution and that it passed. She informed late registration is an issue faculty is looking into. *Faculty Senate President’s Report:* There was no report. *PCCEA Update:* There was no report. *Chancellor’s Report:* Interim Chancellor Harris informed she has invited two consultants to assists College personnel to understand the HLC process. Dr. Harris also announced she will bring a facilitator with experience in academic standards, developmental education and best practices to present at the College. *Provost’s Report:* Dr. Migler reported that his office is working on the response to the HLC monitoring report. He also noted personnel in his office have been creating a framework for the self-study to gather information which will involve a substantial amount of work and time.

**Interim Chancellor’s Report**

Meet and Confer Presentations — Meet and Confer teams for the three employee groups, ACES, AFCSME and PCCEA, presented their activities and proposals for the coming year.

Dr. Harris noted this year’s commencement will be a record for the College with 3,726 students graduating.

Dr. Harris presented outgoing student representative John Valenzuela with a plaque and thanked him for his work.

Dr. Jerry Migler, Provost, Dr. Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services and Dr. Dolores Durán-Cerda, Acting Senior Assistant to the Provost, provided an update about the preparations for the HLC monitoring report and the institutional self-study.

Dr. Harris noted that Board member Dr. Sylvia Lee and her mother Ms. Sophia Lee were selected as the 2013 Corn Mothers. The Corn Mothers is an initiative that reflects giving, growth, creativity and the feminine aspects of the world.

2013 Corn Mothers

**Report — March 2013 Financial Statements**

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the
period ending March 2013. Dr. Bea noted the total net assets at the end of March were $214 million, which is a decrease of about $4.7 million compared to the same time last year.

**Information Items**

- **Separations from Employment**
- **Student Aide Hires**
- **Employee Assistance Program**
- **Contract: Combined Credit/Non-Credit Schedules of Classes for Fiscal Year 2013-2014**

These items were noted as information items.

**Action Items**

**Approval of Minutes**

**Motion No. 7189**

Scott Stewart – M, Sylvia Lee – S, to approve the minutes of the following meetings: Special Meeting of March 29, 2013 (5:00 pm); Special Meeting of March 29, 2013 (5:30 pm); Special Meeting of April 2, 2013; Special Meeting of April 10, 2013; Regular Meeting of April 10, 2013 and Special Meeting of April 14, 2013.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

**Consent Agenda**

Board Member Lee requested that Item 15.14 Contract: Bus Services, be pulled from the Consent Agenda and voted on separately.

**Motion to Approve Consent Agenda**

**Motion No. 7190**

David Longoria – M, Scott Stewart– S, to approve the Consent Agenda as presented.

15.1 New Appointments
15.2 Adjunct Faculty Appointments
15.3 Temporary Appointments
15.4 Faculty Administrator Appointment Renewal
15.5 Grant Sub-Award: Wellness Coalition/Corporation for National and Community Service, AmeriCorps State and National Grants

15.6 Grant Sub-Award: University of Arizona/U.S. Department of Agriculture, Higher Education Multicultural Scholars Program (MSP), A Multicultural STEM Incubator for Diverse and Innovative Solutions

15.7 Grant Sub-Award: University of Arizona/U.S. Department of Agriculture, An HSI STEAM Consortium for Sustainable Technology & Development

15.8 Grant Proposal: U.S. Department of Agriculture, Hispanic-Serving Institutions Education Grants Program (HSI), Pima Environmental Sciences Transition Program (PESTP)

15.9 Grant Proposal: American Association of Community Colleges, Plus 50 Encore Completion Program

15.10 Intergovernmental Agreement: Pima Community College/Marana School District “Adopt-a-School” Partnership

15.11 Library Participation in Cooperative Buying Program with the Community College Library Consortium

15.12 2014-2015 Academic Calendar

15.13 Contract: Short Term Disability Insurance

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

The item 15.4 that had been pulled from the consent agenda was then addressed.

Contract: Bus Services

Motion to Approve
Contract: Bus Services

Motion No. 7191

Sylvia Lee – M, David Longoria – S, approve an increase to the contract with South of the Border Tours to provide bus services for the period July 1, 2012 through June 30, 2013. The contract costs will not exceed $160,000 for fiscal year 2013.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

Fiscal Year 2014 Proposed Budget
Dr. David Bea, Executive Vice Chancellor for Finance and Administration, presented an overview of the proposed budget for fiscal year 2014.

**Motion No. 7192**

Scott Stewart – M, David Longoria – S, approve the Fiscal Year 2014 proposed budget for a public hearing on June 12, 2013, and, immediately following the public hearing, a special board meeting for the purpose of adopting the proposed budget; and approve the proposed budget for publication in the *Arizona Daily Star* on May 24 and June 4, 2013 according to statutory requirements.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

**Modification to Salary Increase for Fiscal Year 2013-2014**

**Motion No. 7193**

Sylvia Lee – M, Scott Stewart – S, to amend the salary action that occurred at the Special Meeting of April 19, 2013 by approving an additional 1% for the Exempt employee salary pool, creating parity among the three groups, with all employees except administrators receiving a 3% pool increase. Authorize each employee group to recommend to the Board their preferred distribution for the 3% pool increases. While meet-and-confer is usually concluded by April, the teams involved in the process for both exempt and non-exempt groups have agreed to extend meet-and-confer this year into May, as outlined in BP-4001, Section IX. Faculty has already completed the meet-and-confer process.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

**Contracts: Legal Services for Fiscal Year 2013-2014**

**Motion No. 7194**

Scott Stewart – M, David Longoria – S, to approve contracts
PASSES for legal services with three Arizona law firms for fiscal year 2013-14. Total annual expenditures for the combined work are anticipated to be less than $200,000, as outside legal services will only be utilized to supplement and support the District’s in-house General Counsel. Primary Contacts: Lisa Anne Smith, Managing Shareholder — DeConcini McDonald Yetwin & Lacy, P.C.; Timothy Stratton, Partner — Gust Rosenfeld P.L.C.; and Denise Lowell-Britt, Partner — Udall Shumway PLC.

Vote: All Board members with the exception of Sylvia Lee voted “aye” by voice vote. Sylvia Lee opposed. Motion carried.

Adjournment

The meeting adjourned at 11:35 p.m.

___________________________________________
Secretary

___________________________________________
Date
Recommendation:

The Interim Chancellor recommends to the Board that the following items be considered as Consent Agenda Items.

14.1 New Appointments
14.2 Adjunct Faculty Appointments
14.3 Temporary Appointments
14.4 Administrator Appointment
14.5 Extension of Acting Administrative Appointments
14.6 Public Safety Personnel Retirement System Local Board Membership
14.7 Grant Proposal: DUI Alcohol Overtime Enforcement Federal 164 – Alcohol (AL) Funds
14.8 Contract: International Student Health Insurance
14.9 Contract: Student Athletic Accident Insurance
14.10 Contract: Call Center Services for Student Financial Services
14.11 Contract: Marketing and Advertising Services
14.13 Contract: Security Services
14.14 Contract: General Liability and Automobile Liability and Physical Damage Insurance
14.15 Contract: Group Purchase Participation Agreement for Property Insurance
14.16 Contract: Workers Compensation Insurance
14.17 Contracts: Information Technology Maintenance, Licensing and Services – FY14
14.18 Contract: Gas Cards
14.19 Contract: Bus Services
14.20 Contract: Custodial Services
14.21 Contract: Industrial Supplies and Tools
14.22 Contract: Software Licensing
14.23 Extension of Intergovernmental Agreement: Pima County Sheriff’s Department
14.24 Intergovernmental Agreement: Pima County Community Services for Workforce Development Education (2013-2014)
14.25 Information Technology Replacement – FY14
14.26 Fiscal Year 2012-2013 Adopted Budget Reductions
14.27 Unclassified Pay Rates for Temporary Employees
Approval

Interim Chancellor

Dr. Zelema Harris
Recommendation:

The Interim Chancellor recommends that the Board of Governors approve the following new appointments.

Justification:

When vacancies occur, the placement process is conducted in accordance with College policy and regulations. At the conclusion of the recruitment process, a summary of the process is presented and names of recommended candidates are brought forward to the Board of Governors for approval. Employment is contingent upon candidates passing a criminal background check after offers have been made, accepted and before the first day of employment.

Faculty:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Salary</th>
<th>Effective Date</th>
<th>Education</th>
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<td>Harris, Marianne</td>
<td>Educational Support Faculty</td>
<td>$43,489</td>
<td>8/21/13</td>
<td>Associate of Science, Liberal Arts and Sciences, Pima Community College; Bachelor of Arts, English and Creative Writing, Master of Arts, Information Resources and Library Science, University of Arizona, Tucson, Arizona</td>
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<td>Hodgkins, Lisa</td>
<td>Educational Support Faculty</td>
<td>$43,489</td>
<td>8/21/13</td>
<td>Bachelor of Arts, Psychology, University of Illinois, Chicago, Illinois; Master of Library Science, University of Maryland, College Park, Maryland</td>
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</table>

Recruitment Overview:

An external recruitment was conducted. Fifty-six applications were received and reviewed. Eight candidates were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President.
Experience: Ms. Hodgkins has two years experience as a librarian and archivist for Postal History Foundation in Tucson, Arizona and three years experience as a librarian and acting principal librarian for Slough Public Libraries in the United Kingdom. She also has over one year experience as a technical digital archivist for the Buckinghamshire New University, United Kingdom and over eighteen years experience in various librarian positions in the United States and the United Kingdom.

Recruitment Overview:
An external recruitment was conducted. Fifty-six applications were received and reviewed. Eight candidates were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President.

Minke Mary “Mollie”, Ph.D. Instructional Faculty
Salary: $52,190 Northwest Campus – Mathematics
Effective: 8/21/13
Education: Bachelor of Science, Physics Engineering, Colorado School of Mines, Golden, Colorado; Master of Science and Doctor of Philosophy, Materials Science and Engineering, University of Arizona, Tucson, Arizona
Experience: Dr. Minke has four years experience as an adjunct with Pima Community College. She also has one year experience as an independent research consultant for Ventana Research Corporation in Tucson, Arizona and three years experience as a post-doctoral research assistant for University of Dayton in Dayton, Ohio.

Recruitment Overview:
An external recruitment was conducted. Thirty-seven applications were received and reviewed. Fifteen candidates were invited to interview. The finalists were interviewed by Charlotte Fugett, East Campus President and Dr. Alex Kajstura, Northwest Campus President.

Sutton, Taliesin Ph.D. Instructional Faculty
Salary: $52,190 East Campus - Mathematics
Effective: 8/21/13
Education: Bachelor of Arts, Mathematics, University of Chicago, Chicago, Illinois; Master of Science, Mathematics and Doctor of Philosophy, Mathematics, University of Wisconsin, Madison, Wisconsin
Experience: Dr. Sutton has one year experience as a mathematics specialist and three years experience as an assistant research professor for the University of Arizona, Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Thirty-seven applications were received and reviewed. Fifteen candidates were invited to interview. The finalists were interviewed by Charlotte Fugett, East Campus President and Dr. Alex Kajstura, Northwest Campus President.

VanHoesen, Jennifer Educational Support Faculty
Salary: $48,710 Downtown Campus - Counselor
Effective: 7/1/13 One-year Administrative Appointment
Education: Bachelor of Science, Social Psychology, Park University, Parkville, Missouri; Master of Arts, Education, Chapman University, Orange, California; Master of
Counseling, Marriage, Family, and Child Therapy, University of Phoenix, Tucson, Arizona

Experience: Ms. VanHoesen has over three years experience as a part-time temporary counselor and adjunct with Pima Community College and one year experience as an associate marriage and family therapist for Gray and Associates in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Thirty-three applications were received and reviewed. Eleven candidates were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President.

Staff:

Blumberg, Daniel  Business Systems Advanced Analyst
Salary: $54,872  District Office – Human Resources
Effective: 6/17/13  Selected to fill an open position
Education: Bachelor of Science, Business Administration, Management Information Systems, University of Arizona, Tucson, Arizona
Experience: Mr. Blumberg has two years experience as a technology consultant for Protiviti in Phoenix, Arizona. He also has three years experience as a manager for The Good Egg restaurant in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Nineteen applications were received and reviewed. Seven candidates were invited to interview. The finalists were interviewed by Janet L. May, Vice Chancellor for Human Resources.

Budway, Kathleen  Advanced Program Coordinator
Salary: $49,098  Community Campus – Adult Education
Effective: 6/17/13  Selected to fill an open position
Education: Bachelor of Arts, Liberal Studies, University of Pittsburgh, Pittsburgh, Pennsylvania; Master of Arts, Linguistics, University of Arizona, Tucson, Arizona
Experience: Ms. Budway has twenty-four years experience as an instructor for English as a Second Language at Shoreline Community College in Shoreline, Washington, North Seattle Community College in Seattle, Washington, and Pima Community College in Tucson, Arizona. She also has eleven years previous experience as a program coordinator and resources instructor for Adult Education at Pima Community College and three years experience as an instructor for linguistics and phonology for the University of Arizona, both located in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Forty-seven applications were received and reviewed. Two candidates were invited to interview. The finalists were interviewed by Dr. Suzanne Miles, Community Campus President.
**Chang, Steven**  
**Director, Development Services**  
Salary: $89,534  
Effective: 7/15/13  
Education: Bachelor of Arts, History, Bachelor of Science, General Biology, University of Arizona, Tucson, Arizona  
Experience: Mr. Chang has twelve years experience as a manager, supervisor, senior systems analyst and data warehouse coordinator for the Pima County Juvenile Court in Tucson, Arizona. He also has four years experience as a consultant for LeCroy & Milligan Associates; over six years experience as a program coordinator, research specialist and senior research specialist for the College of Medicine at the University of Arizona; and five years experience as a senior research specialist for the College of Nursing at the University of Arizona, all located in Tucson, Arizona.  
Recruitment Overview:  
An external recruitment was conducted. Nineteen applications were received and reviewed. Six candidates were invited to interview. The finalists were interviewed by Keith McIntosh, Vice Chancellor for Information Technology.

**Kingman, Joanne**  
**Advanced Program Coordinator**  
Salary: $49,098  
Effective: 6/17/13  
Education: Bachelor of Arts, Elementary Education, University of Arizona, Tucson, Arizona; Master of Arts, Educational Leadership, Northern Arizona University, Flagstaff, Arizona  
Experience: Ms. Kingman has two years experience as an instructional coach and program coordinator for Tucson Unified School District and four years experience as a client service specialist for Cigna Health Care, both located in Tucson, Arizona. She also has three years experience as a program coordinator for Pima Community College which ended in 2006.  
Recruitment Overview:  
An external recruitment was conducted. Forty-five applications were received and reviewed. Seven candidates were invited to interview. The finalists were interviewed by Dr. Suzanne Miles, Community Campus President.

**Luna, Melecio**  
**Public Safety Dispatcher**  
Hourly Rate: $16.98  
Effective: 6/17/13*  
Education: Coursework, Pima Community College, Tucson, Arizona  
Experience: Mr. Luna has fifteen years experience as a vehicle dispatcher in the United States Air Force in Albuquerque, New Mexico.  
Recruitment Overview:  
An external recruitment was conducted. Forty-two applications were received and reviewed. Twenty candidates were invited to test and six were invited to interview. The finalists were interviewed by Dr. David Bea, Executive Vice Chancellor for Finance and Administration.  
*Contingent on successful completion of the Public Safety Background Investigation
Mendoza, Rosalba  
**Student Services Technician**

| Hourly Rate: | $14.95 | Financial Aid |
| Effective:   | 6/17/13 | Selected to fill an open position |
| Education:   | Coursework, Pima Community College |
| Experience:  | Ms. Mendoza has one year experience as a temporary student services technician, one year experience as a temporary support assistant and two years experience as a Federal Work Study student aide with Pima Community College in Tucson, Arizona. |

Recruitment Overview:
An external recruitment was conducted. Eighty-two applications were received and reviewed. Eighteen candidates were invited to interview. The finalists were interviewed by Leticia Menchaca, Assistant Vice Chancellor, Student Services.

Oakes, Eileen  
**Fiscal Support Specialist**

| Hourly Rate: | $17.99 | Employee Service Center |
| Effective:   | 6/17/13 | Selected to fill an open position |
| Education:   | High School Diploma, St. Maria Goretti High School, Philadelphia, Pennsylvania |
| Experience:  | Ms. Oakes has two years experience as a temporary fiscal support specialist with Pima Community College Employee Service Center. She also has thirteen years experience as a payroll and benefits specialist with Johnson Manley Lumber Company in Tucson, Arizona. |

Recruitment Overview:
An external recruitment was conducted. Thirty-one applications were received and reviewed. Ten candidates were invited to interview. The finalists were interviewed by William Howard, Assistant Vice Chancellor, Business Services.

Ormsby, Emelina  
**Community Service Officer**

| Hourly Rate: | $12.94 | Public Safety |
| Effective:   | 6/27/13 | Selected to fill an open position |
| Education:   | Coursework, Pima Community College, Tucson, Arizona |
| Experience:  | Ms. Ormsby has over four years experience as a temporary community service officer with Pima Community College. She also has five years experience as an assistant and sales coordinator for Long Realty in Tucson, Arizona. |

Recruitment Overview:
An external recruitment was conducted. Two hundred and eighty applications were received and reviewed. Seventy candidates were invited to interview. The finalists were interviewed by Chief Stella Bay, Executive Director, Department of Public Safety.

Rodriguez, Maira  
**Student Service Specialist**

| Hourly Rate: | $17.99 | Health Professions Opportunity Grant |
| Effective:   | 7/15/13 | Selected to fill an open position |
| Education:   | Bachelor of Arts, Spanish and Political Science, Juris Doctor, Law, University of Arizona, Tucson, Arizona |
| Experience:  | Ms. Rodriguez has two years experience as a student services consultant with Carrington College in Tucson, Arizona. She also has two years experience as an outreach counselor with Arizona Smoker’s Helpline in Tucson, Arizona and one |

(Continued)
year experience as a special projects coordinator for Campesinos Sin Fronteras in Yuma, Arizona

Recruitment Overview:
An external recruitment was conducted. Eighty-one applications were received and reviewed. Fourteen candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President.

**Rose, Ava**  
**Program Coordinator**  
Salary: $43,329  
Effective: 6/17/13  
Education: Bachelor of Arts, Psychology, Master of Arts, Psychology, University of Central Oklahoma, Edmond, Oklahoma  
Experience: Ms. Rose has two years experience as a counselor for Counseling Solutions and Interventions and six months experience as a program specialist for the University of Oklahoma Center for Public Management and Oklahoma Child Support Services, all located in Oklahoma City, Oklahoma. She also has eighteen months experience as an academic advisor and graduate assistant for Miami University in Hamilton, Ohio and Oxford, Ohio.

Recruitment Overview:
An external recruitment was conducted. Thirty-nine applications were received and reviewed. Ten candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President.

**Savory, Stephanie**  
**Public Safety Dispatcher**  
Hourly Rate: $16.98  
Effective: 6/17/13*  
Education: Associate of Arts, Liberal Arts, Pima Community College, Tucson, Arizona  
Experience: Ms. Savory has over one year experience as a public safety dispatcher with the Tucson Fire Department and the Tucson Police Department and over one year experience as a police records specialist with the Tucson Police Department. She also has over one year experience as a juvenile detention officer with the Pima County Juvenile Court Center and one year experience as an office administrator with Gen-Tech, all located in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Forty-two applications were received and reviewed. Twenty candidates were invited to test and six were invited to interview. The finalists were interviewed by Dr. David Bea, Executive Vice Chancellor for Finance and Administration.

*Contingent on successful completion of the Public Safety Background Investigation

**Senne, Therese**  
**Fiscal Support Specialist**  
Hourly Rate: $17.99  
Effective: 6/17/13  
Education: Coursework, Blinn College, College Station, Texas, Navarro College, Corsicana, Texas, Pima Community College, Tucson, Arizona  
Experience: Ms. Senne has two year experience as a payroll associate with Tucson Unified School District. She also has nine years experience as a payroll administrator with Granite Construction Company in Tucson, Arizona.

(Continued)
Recruitment Overview:
An external recruitment was conducted. Thirty-one applications were received
and reviewed. Ten candidates were invited to interview. The finalists were
interviewed by William Howard, Assistant Vice Chancellor, Business Services.

Thomas-Longanecker, Natasha   Fiscal Support Specialist
Hourly Rate:  $17.99   East Campus
Effective:  6/17/13  Selected to fill an open position
Education: Associate of Applied Science, Accounting, Pima Community College, Tucson,
Arizona; Bachelor of Arts, Political Science, University of Arizona, Tucson,
Arizona
Experience: Ms. Thomas Longanecker has seven years experience as a temporary fiscal
support specialist and two years experience as a fiscal support specialist, payroll
with Pima Community College.

Throlson, Lena   Student Services Technician
Hourly Rate:  $14.95   Northwest Campus
Effective:  6/17/13  Selected to fill an open position
Education: Bachelor of Science, Education, Valley City State University, Valley City, North
Dakota; Master of Science, Education, Northern State University, Aberdeen,
South Dakota
Experience: Ms. Throlson has six years experience as a academic support coordinator,
academic proficiency officer, academic advisor and freshman seminar instructor
for Northern Michigan University in Marquette, Michigan. She also has one year
experience as a temporary instructor for Pima Community College and three years
experience as a seasonal park ranger in Arizona and Montana.

Recruitment Overview:
An external recruitment was conducted. Twenty-nine applications were received
and reviewed. Nine candidates were invited to interview. The finalists were
interviewed by Charlotte Fugett, East Campus President.

Recruitment Overview:
An external recruitment was conducted. One hundred and thirty-one applications
were received and reviewed. Sixteen applicants were invited to interview. The
finalists were interviewed by Dr. Alex Kajstura, Northwest Campus President.

Approvals

Contact Person ________________________________
Janet L. May

Interim Chancellor______________________________
Dr. Zelema Harris
### Item Title: Adjunct Faculty Appointments

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary</th>
<th>Discipline(s)</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bickley, Joseph</td>
<td>$735</td>
<td>Administration of Justice (Academic Limited Exemption)</td>
<td>Mr. Bickley is currently pursuing a doctorate in History from University of Arizona, in Tucson, Arizona. He was a practicing attorney in California for six years. He has more than five years of teaching experience.</td>
</tr>
<tr>
<td>Damon, Valerie</td>
<td>$735</td>
<td>Art (Academic)</td>
<td>Ms. Damon has been self-employed as an artist for more than six years. She has two years of formal teaching experience.</td>
</tr>
</tbody>
</table>

Recommendation:

The Interim Chancellor recommends these individuals as certified adjunct applicants. The Interim Chancellor also recommends these individuals be approved for use as a pool of employees for current and future adjunct faculty assignments and as noted below as temporary non-credit instructors.

Justification:

On a monthly basis, when new adjunct applicants have completed the application and certification process, their names will be brought forward to the Board for approval prior to beginning employment. Their names are then added to the list of approved adjunct faculty for current and future adjunct assignments subject to continued satisfactory job performance the needs of the College and passing a criminal background check.

The list contains individual background information and shows the initial academic discipline(s) in which adjunct faculty members are certified. Adjuncts may also teach in other disciplines if additional certifications are awarded, or as temporary non-credit instructors in areas for which they are qualified.

(Continued)
Name: Delfs, Brian
Discipline(s): Public Administration (Academic), Fire Science (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Arts, Union Leadership and Administration, National Labor College, Silver Springs, Maryland; Master of Administration, Northern Arizona University, Flagstaff, Arizona
Experience: Mr. Delfs has been working as a fire chief for Avra Valley Fire District in Avra Valley, Arizona for more than three years. He has taught for more than ten years.

Name: Hockett, Ph.D., Kevin L.
Discipline(s): Biology (Academic)
Salary: $735 per load hour
Education: Bachelor of Science, Microbiology, Oregon State University, Corvallis, Oregon; Doctor of Philosophy, Microbiology, University of California, Berkeley, California
Experience: Dr. Hockett has been working as a graduate student researcher at University of California, Berkeley for more than five years. He has two years of teaching experience.

Name: Knight, Vivian J.
Discipline(s): Accounting (Academic Limited Exemption)
Salary: $735 per load hour
Education: Associates of Applied Science, Accounting, Pima Community College, Tucson, Arizona; Bachelor of Science in Business Administration, Accounting, University of Arizona, Tucson, Arizona
Experience: Ms. Knight is a certified bookkeeper that has worked as the senior accounting assistant for the physics department at the University of Arizona, in Tucson, Arizona for more than one year. She has no formal adult teaching experience.

Name: Kulkarni, Ph.D., Vinod V.
Discipline(s): Chemistry (Academic)
Salary: $735 per load hour
Education: Master of Science, Chemistry, University of Arizona, Tucson, Arizona; Doctor of Philosophy, Chemistry, University of Arizona, Tucson, Arizona
Experience: Dr. Kulkarni has been working for the past year as a post-doctoral research associate at the University of Arizona, Tucson. He has six years of experience as a teaching and graduate assistant.

Name: Martinson, Kimberly
Discipline(s): Literature (Academic); Writing (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, English, Arizona State University, Tempe; Master of Arts, English, University of Oklahoma, Norman, Oklahoma
Experience: Ms. Martinson was a graduate teaching assistant and adjunct instructor for over ten years teaching first-year composition courses at the University of Oklahoma, Norman, Oklahoma.
Name: **Meair, Jonathan I.**  
**Discipline(s):** Physics (Academic); Mathematics (Developmental)  
**Salary:** $735 per load hour  
**Education:** Bachelor of Science, Applied Physics, Rensselaer Polytechnic Institute, Troy, New York; Master of Science, Physics, University of Arizona, Tucson, Arizona  
**Experience:** Mr. Meair worked for three months as a laser engineering intern for NP Photonics in Tucson, Arizona. He was a mathematics, engineering, and physics teaching assistant throughout his undergraduate and graduate courses of study.

Name: **Smith, Leatrice A.**  
**Discipline(s):** Interpreter Training (Occupational)  
**Salary:** $735 per load hour  
**Education:** Associates of Applied Sciences, Sign Language Interpretation, Iowa Western Community College, Council Bluffs, Iowa; Bachelor of Science in Education, Special Education/Rehabilitation, University of Arizona, Tucson, Arizona  
**Experience:** Ms. Smith is a certified interpreter for the deaf. She has worked for more than seven years as an on call sign language interpreter for Z Video Relay Service, Pima Community College, Arizona School for the Deaf and Blind and Pima County Superior Courts, all located in Tucson, Arizona. She has no formal adult teaching experience.

Name: **Stiff, Rachel B.**  
**Discipline(s):** Art (Academic)  
**Salary:** $735 per load hour  
**Education:** Bachelor of Fine Arts, Art, University of Montana, Missoula, Montana; Master of Fine Arts, Art, University of Arizona, Tucson, Arizona  
**Experience:** Ms. Stiff worked as a curator and supervising interns in installing exhibits at the Montana Museum of Art and Culture for one year. She has been teaching painting, drawing, and mapping courses at the University of Arizona, Tucson, Arizona since 2010.

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**Approvals**

Contact Person: ________________________________  
Janet L. May

Interim Chancellor: ________________________________  
Dr. Zelema Harris
Recommendation:

The Interim Chancellor recommends these individuals be employed as temporary employees. Once authorized by the Board of Governors, these individuals may be used as a pool of employees for current and future temporary assignments.

Justification:

Temporary employees, by practice and policy, are defined as employees who are assigned to work full-time, part-time or on an intermittent, as-needed basis for a specific period of time. With Board approval, these names will be added to the approved list of individuals to provide a pool of temporary employees for current and future temporary assignments, subject to continued satisfactory job performance and the needs of the College. When applicable, assignments are contingent upon candidates passing a criminal background check after offer has been made, accepted and before the first day of employment or addition to a pool.

On a monthly basis, when new temporary employees, including new non-credit instructors, are hired, their names will be brought forward to the Board for approval prior to beginning employment with all other new appointments. The following summaries contain individual background information and show the initial campus and temporary position for which the individual is recommended. Temporary employees may also be employed in other positions in the future as the needs of the College change.

Aragon, Charles  Van Driver  NW
Effective: 6/13/13  Upward Bound
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $8.30
Education: Coursework, University of Arizona, Tucson, Arizona
Experience: Mr. Aragon has provided record of a valid, unexpired Arizona driver’s license with no record of citations for the past thirty-nine months. He has eighteen months experience as a tutor, class checker and child care worker for Student’s First Afterschool program in Pasadena, California and the University of Arizona Athletic department and Casa de Los Ninos in Tucson, Arizona.
Temporary Appointments

Allred, Jennie  
Tutor I  
NW
Effective:  6/13/13  
Duration:  2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
Hourly Rate:  $7.80  
Education:  Coursework, Pima Community College, Tucson, Arizona  
Experience:  Ms. Allred is currently a full time student at Pima Community College and was interviewed and recommended by Jennifer Guajardo, Mathematics Instructional Faculty.

Bidleman-Owens, Zita  
Workforce Trainer  
CC
Effective:  6/13/13  
Duration:  2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
Hourly Rate:  $20.00  
Education:  Bachelor of Arts, Dance, Richard Stockton College of New Jersey, Absecon, New Jersey; Master of Arts, Dance, University of North Carolina, Greensboro, North Carolina  
Experience:  Ms. Bidleman-Owens has two years experience as a dance teacher for Downtown Middle School in Winston-Salem, North Carolina and ten years experience as a dance instructor for various dance projects, camps and organizations.

Brewington, Haley  
Support Assistant  
WC
Effective:  5/28/13  
Duration:  2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
Hourly Rate:  $12.94  
Education:  Coursework, Pima Community College, Tucson, Arizona  
Experience:  Ms. Brewington has three months experience as a Federal Work Study student aide in the Learning Center for Pima Community College.

Brownstead, Kassandra  
Laboratory Assistant  
DV
Effective:  5/28/13  
Duration:  2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
Hourly Rate:  $12.94  
Education:  Coursework, Pima Community College, Tucson, Arizona  
Experience:  Ms. Brownstead has three years experience as Federal Work Study student aide in the Science Laboratory at Desert Vista Campus for Pima Community College.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Effective Date</th>
<th>Duration</th>
<th>Hourly Rate</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clark, Pamela</td>
<td>Tutor I</td>
<td>NW</td>
<td>6/13/13</td>
<td>Reading</td>
<td>$7.80</td>
<td>Coursework, Pima Community College, Tucson, Arizona</td>
<td>Mrs. Clark is currently a Pima Community College student and was interviewed and recommended by Greta Buck-Rodriguez, Reading Instructional Faculty.</td>
</tr>
<tr>
<td>Davis, Bennie</td>
<td>Workforce Trainer</td>
<td>CC</td>
<td>6/13/13</td>
<td>Continuing Education</td>
<td>$20.00</td>
<td>Associate of Arts, General Studies, Pima Community College, Tucson, Arizona; Bachelor of Science, Business, University of Phoenix, Tucson, Arizona</td>
<td>Mr. Davis has five years experience as judge pro tempore for City of South Tucson and three years experience as a hearing officer for Pima County Consolidated Justice Court in Tucson, Arizona.</td>
</tr>
<tr>
<td>Donaghue, Anabel</td>
<td>Tutor II</td>
<td>NW</td>
<td>6/13/13</td>
<td>Mathematics</td>
<td>$8.00</td>
<td>Bachelor of Science, Mathematics, IPA, Uruguay; Bachelor of Science, Chemistry, Udelar, Montevideo, Uruguay</td>
<td>Ms. Donaghue is currently a Pima Community College student and was interviewed and recommended Jennifer Guajardo, Mathematics Instructional Faculty. She also has one year experience as a substitute teacher at Amphitheater High School in Tucson, Arizona.</td>
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<tr>
<td>Fenwick, Mathew</td>
<td>Tutor I</td>
<td>WC</td>
<td>6/13/13</td>
<td>Science Laboratory</td>
<td>$7.80</td>
<td>Coursework, Pima Community College, Tucson, Arizona</td>
<td>Mr. Fenwick is currently a Pima Community College student and was interviewed and recommended by Mary Kay Gilliland, Academic Dean, Science and Technology, West Campus.</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Location</td>
<td>Effective Date</td>
<td>Duration</td>
<td>Additional Information</td>
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<tr>
<td>Guerrero, Gustavo</td>
<td>Tutor I</td>
<td>NW</td>
<td>6/13/13</td>
<td>2012-2013 Fiscal year</td>
<td>At the end of the current assignment, the employee will be placed in a temporary pool to be available for eighteen months.</td>
<td></td>
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<tr>
<td>Garza, Alyssa</td>
<td>Tutor I</td>
<td>WC</td>
<td>6/13/13</td>
<td>2012-2013 Fiscal year</td>
<td>At the end of the current assignment, the employee will be placed in a temporary pool to be available for eighteen months.</td>
<td></td>
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<tr>
<td>Hensley, Michael</td>
<td>Workforce Trainer</td>
<td>CC</td>
<td>6/13/13</td>
<td>2012-2013 Fiscal year</td>
<td>At the end of the current assignment, the employee will be placed in a temporary pool to be available for eighteen months.</td>
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</tr>
<tr>
<td>Howe, Jim</td>
<td>Workforce Trainer</td>
<td>CC</td>
<td>6/13/13</td>
<td>2012-2013 Fiscal year</td>
<td>At the end of the current assignment, the employee will be placed in a temporary pool to be available for eighteen months.</td>
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</tr>
</tbody>
</table>

**Guerrero, Gustavo**
- **Tutor I**
- **NW**
- **Effective:** 6/13/13
- **Duration:** 2012-2013 Fiscal year
- **Hourly Rate:** $7.80
- **Education:** Coursework, Pima Community College, Tucson, Arizona
- **Experience:** Mr. Guerrero is currently a Pima Community College student and was interviewed and recommended by Mirjana Glisovic-Bensa, Mathematics Instructional Faculty.

**Garza, Alyssa**
- **Tutor I**
- **WC**
- **Effective:** 6/13/13
- **Duration:** 2012-2013 Fiscal year
- **Hourly Rate:** $7.80
- **Education:** Coursework, Pima Community College, Tucson, Arizona
- **Experience:** Ms. Garza has three months experience as a Federal Work Study student aide in the biology laboratory for Pima Community College. She was interviewed and recommended by Mary Kay Gilliland, Academic Dean, Science and Technology, West Campus.

**Hensley, Michael**
- **Workforce Trainer**
- **CC**
- **Effective:** 6/13/13
- **Duration:** 2012-2013 Fiscal year
- **Hourly Rate:** $20.00
- **Education:** Bachelor of Arts, Gallery Management, University of Arizona, Tucson, Arizona
- **Experience:** Mr. Hensley has four years experience as a graphic design instructor for Tucson Unified School District in Tucson, Arizona.

**Howe, Jim**
- **Workforce Trainer**
- **CC**
- **Effective:** 6/13/13
- **Duration:** 2012-2013 Fiscal year
- **Hourly Rate:** $20.00
- **Education:** Bachelor of Science, Accounting, University of Arizona, Tucson, Arizona
- **Experience:** Mr. Howe has thirteen years experience as a teacher for Benson High School in Benson, Arizona.
Killeaney, Josephine   Lab Specialist   DV
Effective: 6/13/13  Fitness Center
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $17.99
Education: Bachelor of Arts, Physical Education, San Diego State University, San Diego, California
Experience: Ms. Killeaney has seven years experience as adjunct tennis faculty with Pima Community College, Tucson, Arizona; eight years experience as a tennis coach for Cuyamaca Community College, El Cajon, California; and six years experience as physical education teacher in Washington State and for the Peace Corps, in Guarnare, Venezuela.

Krassi, Hashem   Tutor I    EC
Effective: 6/13/13  Accounting
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $7.80
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Mr. Krassi is currently a Pima Community College student and was interviewed and recommended by Kenneth Scott, CPA, Accounting adjunct faculty and Leslie Hargrove, East Campus Learning Center Coordinator.

Newman, Andre   Workforce Trainer   CC
Effective: 6/13/13  Continuing Education
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $20.00
Education: Bachelor of Science, Biology, Morehouse College, Atlanta, Georgia; Master of Public Health, Health Education, University of Arizona, Tucson, Arizona
Experience: Mr. Newman has twelve years experience as a community programs liaison for PAXIS Institute in Tucson, Arizona.

Perkins, Sarah   Workforce Trainer   CC
Effective: 6/13/13  Continuing Education
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $20.00
Education: Bachelor of Arts, Elementary Education, University of Arizona, Tucson, Arizona
Experience: Ms. Perkins has three years experience as a dance teacher for Tucson Unified School District and four years experience as a Pima for Kids teacher for Pima Community College in Tucson, Arizona.
Ramirez Paz, Stephanie  Tutor I    DV
Effective: 6/13/13  Writing
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $7.80
Education: Coursework, University of Arizona, Tucson, Arizona
Experience: Ms. Ramirez Paz was interviewed and recommended by Carla Boyd, Learning Center Coordinator.

Rhodes, Caleb   Office Aide    EC
Effective: 6/13/13  Student Services
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly rate: $7.80
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Mr. Rhodes is currently a Pima Community College student and was interviewed and recommended by Nancee Sorensen, Vice President of Student Development, East Campus.

Riechers, Janet   Special Project Manager  DV
Effective: 6/13/13  Health Occupations
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $34.05
Education: Bachelor of Science, Nursing, University of Wisconsin, Oshkosh, Wisconsin
Experience: Ms. Riechers has three years experience as a nursing instructor and nursing assistant class coordinator for Pima Community College, Tucson, Arizona.

Rivera, Daniella   Instructor    CC
Effective: 6/13/13  Adult Education
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $20.83
Education: Bachelor of Arts, Business Administration, Eastern New Mexico University, Portales, New Mexico; Master of Arts, Educational Leadership, Northern Arizona University, Flagstaff, Arizona
Experience: Ms. Rivera was interviewed and recommended by Micki Ulrich, Assistant Program Manager for Adult Education.
Rios, Briseidalia  Tutor I  WC
Effective: 6/13/13  Science Laboratory
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly rate: $7.80
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Ms. Rios has three months experience as a Federal Work Study student aide in the biology laboratory for Pima Community College. She was interviewed and recommended by Mary Kay Gilliland, Academic Dean, Science and Technology, West Campus.

Rodriguez, Mary  Workforce Trainer  CC
Effective: 6/13/13  Continuing Education
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly rate: $20.00
Education: Associates of Applied Science, Drafting Technology, Cochise College, Douglas, Arizona; Associates of Science, Business, Mesa Community College, Mesa, Arizona; Bachelor of Science, Arizona State University, Tempe, Arizona
Experience: Ms. Rodriguez has seven years experience as a digital artist and one year experience as tactical planner for Intel Corporation in Chandler, Arizona.

Romero, Reaper  Tutor I  DC
Effective: 6/13/13  Learning Center
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly rate: $7.80
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Mr. Romero is currently a Pima Community College student and was interviewed and recommended by Ana Mantilla, Mathematics Instructional Faculty and Geselle Coe, Learning Center Coordinator

Rokel, Andrea  Tutor I  DV
Effective: 6/13/13  Learning Center
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $7.80
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Ms. Rokel is currently a Pima Community College student and was interviewed and recommended by Carla Boyd, Learning Center Coordinator.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Effective Date</th>
<th>Duration</th>
<th>Hourly Rate</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Anthony</td>
<td>Tutor I</td>
<td>NW</td>
<td>6/13/13</td>
<td>2012-2013 Fiscal year</td>
<td>$7.80</td>
<td>Coursework, Pima Community College, Tucson, Arizona</td>
<td>Mr. Smith is currently a Pima Community College student and was interviewed and recommended by Jennifer Guajardo, Mathematics Instructional Faculty.</td>
</tr>
<tr>
<td>Smith, Luke</td>
<td>Tutor I</td>
<td>NW</td>
<td>6/13/13</td>
<td>2012-2013 Fiscal year</td>
<td>$7.80</td>
<td>Coursework, Pima Community College, Tucson, Arizona</td>
<td>Mr. Smith is currently a Pima Community College student and was interviewed and recommended by Jennifer Guajardo, Mathematics Instructional Faculty.</td>
</tr>
<tr>
<td>Sudak, Ellen</td>
<td>Instructor</td>
<td>CC</td>
<td>6/13/13</td>
<td>2012-2013 Fiscal year</td>
<td>$20.83</td>
<td>Bachelor of Arts, Anthropological Psychology, Beacon College, Washington, DC; Master of Arts, Anthropological Psychology, Beacon College, Washington, DC</td>
<td>Ms. Sudak has four years experience as an adult basic skills instructor for Mt. Hood Community College in Gresham, Oregon.</td>
</tr>
<tr>
<td>Tang, Serena</td>
<td>Workforce Trainer</td>
<td>CC</td>
<td>6/13/13</td>
<td>2012-2013 Fiscal year</td>
<td>$20.00</td>
<td>Bachelor of Fine Arts, Visual Communication, University of Arizona, Tucson, Arizona</td>
<td>Ms. Tang has three years experience as co-founder and operations officer for Flight School Acrobatics and one year experience as acrobatics instructor for Tucson Circus Arts in Tucson, Arizona.</td>
</tr>
</tbody>
</table>
Urbina, Anna C.  
**Van Driver**  
NW  
Effective: 6/13/13  
Upward Bound  
Duration: 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.

Hourly Rate: $8.30  
Education: Coursework, Pima Community College, Tucson, Arizona  
Experience: Ms. Urbina has provided record of a valid, unexpired Arizona driver’s license with no record of citations for the past thirty-nine months. She has twelve years experience as a school bus driver and bus attendant for Sunnyside School District and Tucson Unified School District in Tucson, Arizona.

Varavva, Mariya  
**Special Projects-Legal Researcher**  
DO  
Effective: 6/2/13  
Office of the Chancellor  
Duration: 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.

Hourly Rate: $14.75  
Education: Bachelor of Arts, History, Arizona State University, Tempe, Arizona  
Experience: Ms. Varavva has one year experience as a law clerk for the Arizona Court of Appeals, Division Two and two years experience as a law clerk for Pima County Superior Court in Tucson, Arizona.

Wood, Silviana  
**Instructor**  
CC  
Effective: 6/13/13  
Adult Education  
Duration: 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.

Hourly Rate: $20.83  
Education: Bachelor of Arts, Writing, Master of Fine Arts, Creative Writing, University of Arizona, Tucson, Arizona  
Experience: Ms. Wood has three months experience as an instructor in adult education and currently volunteers for the El Pueblo Learning Center at Pima Community College. She is being submitted for approval after a three year separation from last employment with the College.

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**Approvals**

Contact Person: ________________________________  
Janet L. May

Interim Chancellor: ________________________________  
Dr. Zelema Harris
ACTION ITEM

Meeting Date: 6/12/13  Item Number: 14.4

Item Title |
---|---|
Administrator Appointment |

Contact Person |
---|---|
Janet L. May, |
Vice Chancellor for |
Human Resources |
(206-4624) |

Recommendation:

The Interim Chancellor recommends that the Board approve this Administrator appointment and requests that the Board authorizes the Interim Chancellor or designee to sign the employment contracts on behalf of the College District. Employment is contingent upon candidates passing a criminal background check after offers have been made, accepted and before the first day of employment.

Duran-Cerda, Ph.D., Dolores Senior Assistant to the Provost

Salary: $98,290  District Office
Effective: 7/1/2013
Education: Bachelor of Arts, Spanish, French, Secondary Education, University of Iowa, Iowa City, Iowa; Master of Arts, Latin American Literature, Doctorate, Latin American Literature, University of Arizona
Experience: Dr. Duran-Cerda has been acting senior assistant to the provost and acting assistant vice chancellor for the past year. She was instructional faculty in Spanish for Pima Community College for ten years. She has also served in various capacities within the College to include honors coordinator, student learning outcomes discipline leader, and has served on numerous College committees.

Recruitment Overview:
An external recruitment was conducted. Twenty-five complete applications were received and sent to the advisory group for review. Five candidates were invited to participate in public forums and interviews. Dr. Jerry Migler, Provost and Executive Vice Chancellor, recommends this candidate.

Felty, Christina Baiz Acting Academic Dean

Salary: $98,290  West Campus – Arts, Communications and Humanities
Effective: 7/22/2013*
Education: Bachelor of Fine Arts, Painting and Printmaking, Virginia Commonwealth University, Richmond, Virginia; Master of Arts, Education, University of Arizona, Tucson, Arizona
Experience: Ms. Felty has sixteen years experience as full time instructional faculty for Art Education and Art History which includes twelve years experience as chairperson of the Art and Fashion Design department. She also has served as adjunct faculty
in Art History; an administrative appointment for Art Education and Art History; a Desire2Learn trainer and Student Learning Outcomes Facilitator at Pima Community College. She held the position of Interim Instructional Dean for Arts, Communications and Humanities for eight months. Ms. Felty has thirteen years experience as a teacher in K12 in various school districts in Arizona.

Recruitment Overview:
An internal recruitment was conducted. Nine candidates were invited to interview. Dr. Louis Albert recommends this candidate.

* Acting assignments are normally for no more than six months or until the regular position is filled whichever comes first. Acting Assignments may be extended upon the approval of Chief Human Resources Officer dependent upon regular recruitment for the position and needs of the college.

Stewart, RN, MS, Brian  Academic Dean
Salary: $98,290  Desert Vista Campus
Effective: 7/1/2013
Education: Bachelor of Fine Arts, Theater and Drama Production, Bachelor of Nursing Science, Nursing, Master of Science, Nursing and Systems, University of Arizona, Tucson, Arizona
Experience: Mr. Stewart has one year experience as the director of the Center for Training and Development and the Health Professions Opportunity Grant; eleven years experience as the advanced program manager for the Center for Training and Development; one year experience as the advanced program coordinator for Health Occupations and Special Projects; and two years experience as the assistant program coordinator for Nursing at Pima Community College. He also has five years experience as an ICU nurse, student nurse and staff nurse for Veteran’s Affairs Hospital of Southern Arizona and two years experience as an assistant disability specialist for the Center for Disabled Student Resources at the University of Arizona, all positions located in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Thirty-eight complete applications were received and sent to the advisory group for review. Seven candidates were invited to participate in public forums and interviews. Dr. Johnson Bia, Desert Vista Campus President recommends this candidate.

Approvals

Contact Person ________________________________
Janet L. May

Interim Chancellor ________________________________
Dr. Zelema Harris
Meeting Date: 6/12/13  Item Number: 14.5

Item Title
Extension of Acting Administrator Appointments

Contact Person
Janet L. May, Vice Chancellor for Human Resources (206-4624)

Recommendation:

The Interim Chancellor recommends the following acting assignment be extended beginning July, 2013, for the position of Acting Assistant Vice Chancellor for Information Technology. The extension is recommended pending the review of the organizational structure of Information Technology. The extension ends once the structure is determined and either the position is filled, it is determined the position will no longer be at the Assistant Vice Chancellor level or 6 months from July 1, 2013 whichever comes first.

Basgen, Brian  Acting Assistant Vice Chancellor for Information Technology
Salary: $113,812  District Office
Effective: 7/1/2013
Education: Bachelor of Arts, History and Philosophy, Flinders University, Adelaide, Australia; Master of Science, Information Technology Management, Trident University, Cypress, California
Experience: Mr. Basgen has ten months as Acting Assistant Vice Chancellor for Information Technology; fourteen months experience as Acting Director for User Support Services, six years experience as an IT system architect, and three years experience as an adjunct faculty at Pima Community College. He also has two years experience in Macintosh support at Seattle University in Seattle, Washington and five years experience as a senior systems and network administrator at EPIX Pharmaceuticals, Inc. in Cambridge, Massachusetts.

Approvals

Contact Person ________________________________
Janet L. May

Interim Chancellor_____________________________________
Dr. Zelema Harris
Recommendation:

The Interim Chancellor recommends that the Board approve the extension of the appointment of Bill Howard, Assistant Vice Chancellor for Business Services, and the appointment of Anne Marie Welliver, Benefits Manager, to the Public Safety Personnel Retirement System local board as set forth below.

Justification:

In 1991, the Board of Governors approved participation by the District and its eligible full-time police officer personnel in the statewide Public Safety Personnel Retirement System (PSPRS). Under the provisions of Arizona Revised Statutes Title 38, Chapter 5, the administration of the system as it applied to the District is vested in a local board that functions in accordance with the provisions of the state law. The local board consists of five members: the Chair of the Pima County Community College District (PCCCD) Board of Governors, or designee; two members elected by the College members of the Public Safety Personnel Retirement System; and two citizens, one of whom shall be the head of human resources at PCCCD, appointed by the Chair of the PCCCD Board of Governors. The terms of these appointments are staggered to assure continuity and overlap of membership.

Bill Howard, Assistant Vice Chancellor for Business Services, has served as the appointed designee for the PCCCD Board Chair since 2011 and is willing to serve for an additional 2 years of a total 4-year term. In addition, Kim Dosch has been serving as one of the citizen representatives and her term expires on June 30, 2013. Anne Marie Welliver, Benefits Manager, is recommended to replace her for a 4-year term as a citizen representative. Both of these appointments require confirmation by the Board of Governors.

College Plan Initiative:

None.

Financial Considerations:

None.
Approvals

Contact Person ________________

Dr. David Bea

Interim Chancellor ________________

Dr. Zelema Harris
**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve Pima Community College Police Department’s “DUI Alcohol Overtime Enforcement” grant proposal; and accept the grant award from the Arizona Governor’s Office of Highway Safety. The grant proposes to support Personnel Services (Overtime) and Employee Related Expenses to maintain and enhance DUI Enforcement and fund two educational programs throughout Pima Community College campuses. The grant performance period is March 27, 2013 through September 30, 2013. The total amount obligated for this fiscal year is $11,000.00.

**Justification:**

The Pima Community College Department of Public Safety Police Department will provide DUI information at the West and East campuses during the fall semester. This will provide education to not only our current students but those who are new to the college. Officers will set up a display table and talk to and with the college community on DUI related topics. The funding will also support deployment personnel overtime and employee related expenses.

**College Plan Initiative:**

This program supports the 2011-13 College Plan:

- Initiative 4: Expand Educational and Workforce Opportunities
  - Strategy 4.3.3 “Improve communication and marketing to the community
    - Action 4.3.3 “Utilize campus events, including health fairs and tours, to encourage community members to visit the College
    - Action 4.6.5 “Establish alliances with the community to strategically build and support common goals and outcomes.
Financial Considerations:

The total grant amount being requested is $11,000.00 for fiscal year 2013. The table below illustrates the expense items to be supported by the grant.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Year 1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$8,462.00</td>
<td>$8,462.00</td>
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<tr>
<td>(DUI Taskforce Deployments Overtime)</td>
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<td></td>
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<tr>
<td>Employee Related Expenses</td>
<td>$2,538.00</td>
<td>$2,538.00</td>
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<td>Total Direct Costs</td>
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</tr>
<tr>
<td>TOTAL COST</td>
<td>$11,000.00</td>
<td>$11,000.00</td>
</tr>
</tbody>
</table>

No matching funds or institutionalization of the program are required as a condition of the grant.

The College has evaluated the risks associated with the proposed activities and has determined they do not represent an undue liability.

Approvals

Contact Person                Stella Bay
Stella Bay

Interim Chancellor          Dr. Zelema Harris
Pima County Community College District
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 6/12/13  Item Number: 14.8

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: International Student Health Insurance | Dr. Jerome Migler  
Provost and  
Executive Vice Chancellor  
(206-4999) | |

Recommendation:

The Chancellor recommends the Board of Governors approve the placement of international student health insurance through The Lewer Agency for the policy year August 1, 2013 through July 31, 2014.

Justification:

International students attending Pima Community College on F1 visas must provide proof of financial resources sufficient to cover expected medical expenses while living in the United States. The College provides access to insurance coverage for those students who do not have other resources or insurance and wish to participate in the College’s plan. Students who choose to participate pay the entire cost of coverage.

The College implemented this program in 1996 with subsequent policies provided through various insurance companies.

Financial Considerations:

The College negotiated a renewal premium of $79 per student per month effective August 1, 2013, flat with this year’s premium (295 current enrollees). Monthly student-plus-spouse and per-child premiums remain at $340 and $79, respectively, however there are no current enrollees in either of these categories. Eligible students who wish to participate in the program pay the costs through their student account. The College incurs no expense other than those reflective of incidental administrative responsibilities. The College projects the total contract value for the coming policy year will not exceed $285,000, reflecting a possible 2% enrollment increase.

Approvals

Contact Person  

Dr. Jerome Migler

Interim Chancellor  

Dr. Zelema Harris
ACTIONS ITEM 14.9

Meeting Date: 6/12/13

Item Number: 14.9

Item Title: Contract: Athletic Accident Insurance

Contact Person: Dr. Jerome Migler
Provoest and Executive Vice Chancellor (206-4999)

Recommendation:

The Interim Chancellor recommends the Board of Governors approve the awarding of a contract for athletic accident insurance with both basic and catastrophic coverages from Myers-Stevens and Toohey & Co., Inc. for the policy year July 1, 2013 through June 30, 2014.

Justification:

During the 2012-13 academic year which just concluded, approximately 414 student athletes competed on sixteen College teams in a wide variety of intercollegiate sports including men’s and women’s basketball, cross country, soccer, golf, tennis and track; men’s baseball and football; and women’s softball and volleyball. Although student athletes are not required to maintain personal health insurance, the College has always provided basic and catastrophic athletic accident insurance as excess coverage to the athletes’ personal insurance in accordance with National Junior College Athletic Association recommendations. The College has experienced an increase in claims in recent years, with a notable sharp increase in claims in the football program, which has demonstrated the continuing need for this type of coverage.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The College requested an annual proposal from four insurers specializing in athletic insurance. The College received quotations from two of the four firms, with the other two firms declining to bid due to the College’s recent loss experience. Myers-Stevens and Toohey & Co., Inc. provided the lower total quote of $119,834 through BCS Insurance Company (for basic coverage) and Ace American Insurance Company (for catastrophic coverage). This quote represents an increase of $18,800 (18.5%) over the premium for the current policy year.

Approvals

Contact Person

[Signature]

Interim Chancellor

[Signature]

Dr. Zelema Harris
Meeting Date: 6/12/13
Item Number: 14.10

<table>
<thead>
<tr>
<th>Item Title</th>
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<tbody>
<tr>
<td>Contract: Call Center Services for Student Financial Services</td>
<td>Dr. David Bea</td>
</tr>
<tr>
<td></td>
<td>Executive Vice Chancellor for Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>(206-4519)</td>
</tr>
</tbody>
</table>

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve the renewal of a contract with Xerox Education Services, Inc. for call center services in support of the Financial Aid and Student Accounts departments for the period July 1, 2013 through June 30, 2014.

Justification:

During 2012, the College conducted a Request for Proposals (RFP) to continue call center services for the initial support contact for IT, Financial Aid, and Student Accounts operations. The RFP specified service level expectations for Student Accounts and Financial Aid to facilitate first contact resolution for students with questions about their financial aid and/or student accounts. Five firms responded to the RFP, which was structured to award a single or multiple contracts for the required services. Three firms were invited to present to a six person panel of employee evaluators and were evaluated on their response to questions about their experience, service level expectations, financial terms, and implementation plans. Xerox Education Services, Inc. was selected to provide call center services for the initial contact from students with financial aid and student account inquiries.

On September 12, 2012 the Board of Governors approved a contract with Xerox Education Services, Inc. to provide call center services for the period January 1, 2013 – June 30, 2013. This recommendation is a renewal of this contract for fiscal year 2014. The contract provides support 24 hours a day, 7 days a week, 365 days a year for initial contacts from students regarding financial aid and student accounts issues. Pima Community College receives approximately 200,000 incoming contacts (telephone, chat, and e-mail) annually from students for the areas of Financial Aid and Student Accounts. The contract specifies service level expectations for first contact resolution.

College Plan Initiative:

Initiative 5: Enhance Operations
Financial Considerations:

This contract is priced on a per-contact or per-minute basis (whichever is less). The cost for fiscal year 2014 is estimated to be $1,042,000 and these costs are reflected in the fiscal year 2014 College budget.

Approvals

Contact Person ________________________________
Dr. David Bea

Interim Chancellor______________________________
Dr. Zelema Harris
Recommendation:

The Interim Chancellor recommends that the Board of Governors award a contract to Gordley Group for Marketing and Advertising Services for the Fiscal Year 2013-14. The term of the contract will be one year beginning July 1, 2013, with an option to renew for four additional one-year terms if mutually agreed upon by the College and the firm.

Justification:

The Purchasing Department, on behalf of the Department of Public Information and Federal Government Relations, issued a Request for Proposals in February 2013. Written responses to vendor questions were published in March 2013. The College received six proposals.

An evaluation committee comprising representatives of staff, faculty and administration analyzed work samples and other information contained in the proposals. The committee invited three firms to make finalists’ presentations and engage in a question-and-answer dialogue.

The recommendation to award the contract for Marketing and Advertising Services to Gordley Group is based on the strength of its proposal and presentation.

College Plan Initiative:

This recommendation supports Initiative 4: Expand Educational and Workforce Opportunities, Strategy 4.3, Improve communication with and marketing to the community, of the 2011-2013 College Plan.

Financial Considerations:

The contract currently is not expected to exceed $100,000 per year.

Approvals

Contact Person ___________________________ C.J. Karamargin
CJ Karamargin

Interim Chancellor ____________________________
Dr. Zelema Harris
**Meeting Date:** 6/12/13

**Item Number:** 14.12

**Item Title**

**Contact Person**
Dr. Suzanne Miles, President, Community Campus (206-6577)

**Recommendation:**

The Chancellor recommends that the Board of Governors approve a one-year contract for Information Technology Credentials Training with Roughton Investments, Inc. DBA New Horizons Learning Centers of Arizona, for $600,000. The vendor will provide short-term training courses in collaboration with the College as directed by the Pima County One Stop in Pima, Cochise, Santa Cruz and Yuma Counties.

The College selected Roughton Investments, Inc. DBA New Horizons Learning Centers of Arizona after a formal bid process. New Horizons Learning Centers of Arizona was the sole responder to the College’s Request for Proposal. The term of the contract will be from July 1, 2013 through June 30, 2014.

**Justification:**

The Pima County One Stop, using funding provided by a U. S. Department of Labor $1,318,362 Southern Arizona Technical Career Pathways (H1-B) Grant, and authority under the Pima County Community College District and Pima County Intergovernmental Agreement, requests that PCC’s Workforce and Business Development Division offer a program of noncredit classes for incumbent workers of employers approved for training by the One Stop. The grant requires that all training be administered by a regionally accredited institution of higher learning.

Roughton Investments Inc., DBA New Horizons Learning Centers of Arizona has been approved as a One Stop training provider by the State of Arizona, through the Arizona Workforce Connection system. New Horizons is the only local provider who responded to the College’s need for the required technical training offered in a short term, accelerated, classroom based delivery, a format and timeline most convenient for incumbent workers and not offered by the College. The One Stop pays the College a fee to organize, manage and deliver the training, and the College issues a purchase order to the approved training provider to conduct the training.

The target employers are in the aerospace/defense and high-technology sectors. Typical trainings include information security, certified ethical hacking, and vendor-specific computer networking systems. The goals of the grant are to include at least 20 companies in the trainings, to train at least 200 participant incumbent workers, and have at least 180 of them complete a course of instruction that leads to a credential. The credentials obtained by completing instruction offered by New Horizons include A+ Certification, Certified Ethical Hacker,

**College Plan Initiative:**

This contract supports the 2011-2013 College Plan Initiative 4, “Expand Educational and Workforce Opportunities,” Strategy 4.1, "Improve our workforce through career readiness," item 4.1.2, "Develop, expand and implement options designed to prepare students with career-focused skills,” and item 4.1.5, “Meet with business and industry to better understand future job needs.” It also supports Strategy 4.2, “Strengthen community partnerships for student career readiness” and Strategy 4.5, “Design new partnerships.”

**Financial Considerations:**

The contract is for $600,000.00. If approved, this will allow the College to partner with the One Stop and New Horizons to help meet the goals of the Southern Arizona Technical Career Pathways Grant. The College will invoice Pima County for all expenses incurred for the requested training.

The College has evaluated the risks associated with the proposed activities and has determined they do not represent an undue liability.

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**Approvals**

Contact Person ________________________________

Dr. Suzanne L. Miles

Interim Chancellor______________________________

Zelema Harris
ACTION ITEM

Meeting Date: 6/12/13
Item Number: 14.13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: Security Services | Dr. David Bea
|                          | Executive Vice Chancellor for Finance and Administration
|                          | (206-4519)                                         |

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve the renewal of a contract with Blackstone Security Services, Inc. to provide supplemental security services for the period July 1, 2013 through June 30, 2014.

Justification:

In order to provide a more reliable and better trained security staff, the College has increased the number of part-time and full-time community service officers. Nevertheless, the College will still use contracted security services to supplement its regular force for certain location shifts and to cover staff vacancies. The College has contracted with Blackstone Security Services, Inc. since July 2010 through a state cooperative agreement.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The College has increased the number of community service officers in the operating budget and expects to decrease the use of Blackstone Security Services. The contract costs are not expected to exceed $150,000 for fiscal year 2014 and are included in the operating budget.

Approvals

Contact Person ________________________________
Dr. David Bea

Interim Chancellor ________________________________
Dr. Zelema Harris
Meeting Date: 6/12/13

Item Title: Contract: General Liability and Automobile Liability and Physical Damage Insurance
Contact Person: Dr. David Bea
Executive Vice Chancellor for Finance and Administration
(206-4519)

Recommendation:

The Interim Chancellor recommends the Board of Governors approve a contract with The Arizona School Risk Retention Trust, Inc. to provide general liability and automobile liability and physical damage insurance for the period July 1, 2013 through June 30, 2014. The proposed annual expense is not expected to exceed $457,000.

Justification:

Pima Community College annually purchases general liability and automobile liability and physical damage insurance or participates in risk retention groups to protect the College from financial losses for damages due to liability arising from wrongful acts and vehicle operations. The purchasing process includes an analysis of the College’s exposures, identification of potential insurers, the application for and negotiation of coverage and premium terms, and the financial analysis of various coverage and retention scenarios.

The College has purchased general liability and auto insurance through The Arizona School Risk Retention Trust, Inc. (“The Trust”) since 2002. The Trust continues to provide to the College the most cost-effective fully insured alternative for the College, which faces diverse exposures and recent negative trends in loss runs. The College has completed all available safety programs offered by its current insurer in an effort to encourage a renewal offer and mitigate renewal premium increases.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The anticipated annual cost for general liability and automobile liability and physical damage insurance is not expected to exceed $457,000, an 8.8% increase over the current fiscal year premium.

The estimated cost for coverage and an additional $50,000 for liability deductibles have been incorporated into the fiscal year 2014 College budget.
Approvals

Contact Person ________________________________
Dr. David Bea

Interim Chancellor ______________________________
Dr. Zelema Harris
Meeting Date: 6/12/13

Item Number: 14.15

Item Title
Contract: Group Purchase Participation Agreement for Property Insurance

Contact Person
Dr. David Bea
Executive Vice Chancellor for Finance and Administration
(206-4519)

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve a contract with The Midwest Higher Education Compact for property damage coverage insurance for the period July 1, 2013 through June 30, 2014. The proposed annual expense is not expected to exceed $160,000.

Justification:

The College has purchased property coverage through participation in The Midwest Higher Education Compact (“The Compact”) since 2007. The Compact is a group purchasing consortium comprised of participating institutions of higher education spread across 13 states insuring over $86 billion in property values. Participating institutions, by pooling property values, receive property coverage not available to individual participants at rates reflecting the additional purchasing power. The Compact contracts with an administrator (Marsh, Inc.) which provides program oversight and ongoing management with allocated loss control consulting. The terms of participation in the Compact include provisions for the accrual of equity in the Compact with the availability of a dividend paid to participating members based on group and individual loss histories. The Compact continues to provide extensive coverage at a reasonable price that we cannot obtain from commercial insurers.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The College has not received its premium allocation for fiscal year 2014 at the time of this report, however, the estimated annual premium is not expected to exceed $160,000 plus allocated surplus taxes. The estimated premiums for the coverage and an additional $50,000 for property loss deductibles have been incorporated into the fiscal year 2014 College budget.
Approvals

Contact Person ________________________________

Dr. David Bea

Interim Chancellor_____________________________

Dr. Zelema Harris
Pima County Community College District  
Board of Governors  
4905C East Broadway/Tucson, Arizona 85709-1010

ACTIONS ITEM

Meeting Date: 6/12/13  
Item Number: 14.16

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Contract: Workers’ Compensation Insurance</td>
<td>Dr. David Bea</td>
</tr>
<tr>
<td></td>
<td>Executive Vice Chancellor for Finance and Administration</td>
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<tr>
<td></td>
<td>(206-4519)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the purchase of a workers’ compensation insurance contract from SCF American Insurance Company for the policy year July 1, 2013 through June 30, 2014.

Justification:

The College purchases workers compensation insurance for all employees as part of its risk management program. Workers’ compensation insurance provides coverage for employees injured while performing work for the College. State statutes prescribe employer responsibility for and benefits provided by workers’ compensation insurance. The contract with SCF American Insurance Company, which began in fiscal year 2012-13, was awarded based upon a Request for Proposal (RFP) issued by the District. Fiscal year 2013-14 will be the second year of a possible five-year agreement.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The College’s renewal of our workers’ compensation insurance policy with SCF American Insurance Company will be at a projected total cost of $285,000, reflecting no change in premiums from the prior year. The estimated premiums for the insurance policy have been incorporated into the fiscal year 2014 College budget.

Approvals

Contact Person  
Dr. David Bea

Interim Chancellor  
Dr. Zelema Harris
ACTION ITEM

Meeting Date: 6/12/13

Item Number: 14.17

Item Title: Contracts: Information Technology Maintenance, Licensing And Services –FY14

Contact Person: Keith McIntosh
Vice Chancellor, Information Technology
(206-4809)

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve the purchase of maintenance, licensing and services agreements listed below for the 2013/2014 Fiscal Year.

Justification:

The Information Technology Office arranges for maintenance, licensing and fees on the computer hardware, systems software, network systems, and applications software that support college-wide applications. PCC students, faculty, and staff rely on those systems for registration, instruction, payroll, personal information, and job functions. Approval of this request will ensure systems hardware and software is kept current. In addition, contracted systems support provides access to technical resources, troubleshooting, consultation, and hardware replacement.

Financial Considerations:

These maintenance agreements are funded from the FY 2013-14 General (Operating) Budget to be approved by the Board of Governors on June 12, 2013

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<thead>
<tr>
<th>Vendor</th>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Oracle America</td>
<td>Oracle database &amp; tools</td>
<td>$650,000</td>
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<tr>
<td>Ellucian</td>
<td>Banner and MyPima</td>
<td>$455,000</td>
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<td>Century Link</td>
<td>Juniper and Cisco Switches &amp; Routers; Internet Service</td>
<td>$450,000</td>
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<tr>
<td>D2L</td>
<td>Desire to Learn</td>
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<td>Perceptis</td>
<td>24 x 7 IT Helpdesk</td>
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<td>NACR</td>
<td>Extreme switches</td>
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<tr>
<td>Touchnet</td>
<td>Payment processing</td>
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<tr>
<td>Altura, Inc.</td>
<td>Telephone system</td>
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<tr>
<td>Insight</td>
<td>Microsoft software</td>
<td>$150,000</td>
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Approval

Contact Person  

Keith McIntosh

Keith McIntosh

Interim Chancellor  

Dr. Zelema Harris
Meeting Date: 6/12/13  Item Number: 14.18

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Contract: Gas Cards</td>
<td>William Ward II</td>
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<tr>
<td></td>
<td>Vice Chancellor for Facilities</td>
</tr>
<tr>
<td></td>
<td>(206-2617)</td>
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</tbody>
</table>

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve a contract with Voyager Fleet Systems to provide gas cards and a gas card management system for the period July 1, 2013 through June 30, 2014. The contract costs will not exceed $125,000 for fiscal year 2014.

**Justification:**

Voyager Fleet Systems provides gas cards for the purchase of gasoline for College Vehicles and a management system to track expenditures. The College contracts with Voyager Fleet Systems through a state cooperative agreement.

**College Plan Initiative:**

Initiative 5: Enhance Operations

**Financial Considerations:**

The contract costs will not exceed $125,000 for fiscal year 2014.

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**Approvals**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>William Ward II</th>
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</thead>
<tbody>
<tr>
<td>Interim Chancellor</td>
<td>Dr. Zelema Harris</td>
</tr>
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</table>
**ACTION ITEM**

Meeting Date: 6/12/13

Item Number: 14.19

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: Bus Services | William Ward II  
|                  | Vice Chancellor for Facilities  
|                  | (206-2617)                                    |

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve contracts with South of the Border Tours (vendor name) and Mountain View Tours to provide bus services for the period July 1, 2013 through June 30, 2014. The contract costs will not exceed $235,000 for fiscal year 2014.

**Justification:**

South of the Border Tours is the primary vendor providing tour bus services for the College. Mountain View Tours is the secondary vendor providing services when the primary vendor is unable to fill the request. The College is in the third year of a 5 year competitive bid agreement with South of the Border Tours and Mountain View Tours.

**College Plan Initiative:**

Initiative 5: Enhance Operations

**Financial Considerations:**

The contract costs will not exceed $235,000 for fiscal year 2014.

**Approvals**

Contact Person

[Signature]

William Ward II

Interim Chancellor

[Signature]

Dr. Zelema Harris
**ACTION ITEM**

**Meeting Date:** 6/12/13   
**Item Number:** 14.20

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<tr>
<td>Contract: Custodial Services</td>
<td>William Ward II</td>
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<td>Vice Chancellor for Facilities</td>
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<tr>
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<td>(206-2617)</td>
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</table>

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve a contract with ISS Facility Services for custodial services for the period July 1, 2013 through June 30, 2014. The contract costs will not exceed $1,590,000 for fiscal year 2014.

**Justification:**

ISS Facility Services provides custodial services for all College campuses, District Office, 29th Street Coalition Center, Maintenance & Security, and the Aviation Technology Center. ISS Facility Services was selected following a Request for Proposal, this is the second year of a five year agreement.

**College Plan Initiative:**

Initiative 5: Enhance Operations

**Financial Considerations:**

The contract costs will not exceed $1,590,000 for fiscal year 2014, which includes a 5% contingency to cover any increase in square footage or additional services required.

**Approvals**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Interim Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Ward II</td>
<td>Dr. Zelema Harris</td>
</tr>
</tbody>
</table>
ACTION ITEM

Meeting Date: 6/12/13

Item Title: Contract: Industrial Supplies and Tools
Contact Person: William Ward II
Vice Chancellor for Facilities
(206-2617)

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve a contract with Grainger Industrial Supply for the purchase of industrial supplies and tools for the period July 1, 2013 through June 30, 2014. The contract costs will not exceed $130,000 for fiscal year 2014.

Justification:

The College purchases and distributes industrial supplies and tools for maintenance and capital projects through a National IPA contract with Grainger Industrial Supply.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The contract costs will not exceed $130,000 for fiscal year 2014.

Approvals

Contact Person ____________________________
William Ward II

Interim Chancellor ____________________________
Dr. Zelema Harris
Meeting Date: 6/12/13

Item Number: 14.22

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract: Software Licensing</td>
<td>William Ward II</td>
</tr>
<tr>
<td></td>
<td>Vice Chancellor for Facilities</td>
</tr>
<tr>
<td></td>
<td>(206-2617)</td>
</tr>
</tbody>
</table>

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve a contract with Accruent for license hosting fees to provide the FAMIS work order management system for Facilities for the period July 1, 2013 through June 30, 2014. The contract costs will not exceed $284,000 for fiscal year 2014.

Justification:

Accruent provides hosting and site licenses for the work order management system used by all Facilities employees. This system is used daily by Facilities to track time and materials for work orders, inventory, and key control.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The contract costs will not exceed $284,000 for fiscal year 2014.

---

Approvals

Contact Person

William Ward II

Interim Chancellor

Dr. Zelema Harris
ACTION ITEM

Meeting Date:  6/12/13  

Item Number:  14.23

Item Title

Extension of Intergovernmental Agreement: Pima County Sheriff’s Department

Contact Person

Dr. Suzanne Miles, President, Community Campus (206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve the Community Campus contract entitled “Extension of Intergovernmental Agreement between Pima County Community College District and the Pima County Sheriff’s Department for An Adult Education Program.” The extension continues a program for providing GED classes and testing for inmates of the Pima County Detention Center. The extension will run from July 1, 2013 through June 30, 2014.

Justification:

Pima Community College Adult Education (PCCAE) has been providing programs to the Pima County Detention Center since 1990. The original IGA authorizing this extension was approved in 2009 with an option to extend for four additional years. In July, 2012, an agreement was signed which supersedes all prior extensions and provides for an additional five years, which will include a gradual increase of indirect costs not to exceed 27%.

This agreement will permit the continuation of the Jail Education Program by providing GED preparation and Adult Education classes. In this program, PCCAE provides services to approximately 400 students annually and administers the GED exam to approximately 60 students every year. The GED program is a joint computer-assisted learning program that offers adult male and female inmates without a high school diploma the opportunity to acquire a GED and learn computer skills.

College Plan Initiative:

These contract activities support the 2011-2013 College Plan Initiative 4, “Expand Educational and Workforce Opportunities,” Strategy 4.6, "Strengthen connections between the College and community," item 4.6.7, "Identify and connect to community partners to embed the value of education into the community."
Financial Considerations:

The total budgeted amount is $142,594 for a one-year period. The table below illustrates the items which PCC will invoice Pima County under the contract.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Basic Education and GED Instruction</td>
<td>$125,688</td>
</tr>
<tr>
<td>GED Exam Coordination</td>
<td>9,600</td>
</tr>
<tr>
<td>Indirect Costs 5.4%</td>
<td>7,306</td>
</tr>
<tr>
<td><strong>TOTAL COSTS</strong></td>
<td><strong>$142,594</strong></td>
</tr>
</tbody>
</table>

The College has evaluated the risks associated with the proposed activities and has determined they do not represent an undue liability.

---

**Approvals**

Contact Person  

Interim Chancellor  

Zelema Harris
Pima County Community College District
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 6/12/13  Item Number: 14.24

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intergovernmental Agreement: Pima County Community Services for Workforce</td>
<td>Dr. Suzanne Miles,</td>
</tr>
<tr>
<td>Development Education (2013-2014)</td>
<td>President,</td>
</tr>
<tr>
<td></td>
<td>Community Campus</td>
</tr>
<tr>
<td></td>
<td>(206-6577)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement (IGA) with Pima County to continue Workforce Development and Educational Programs from July 1, 2013 through June 30, 2014.

Justification:

Pima Community College's Community Campus has negotiated the renewal of the Intergovernmental Agreement with the Pima County Community Services Department to continue workforce development and educational programs for participants determined eligible by the County. The IGA, which supports education, training and related services from July 1, 2013 through June 30, 2014, contains eight Work Statements as described below:

1. Under Work Statement No. 1, Pima County One Stop clients enroll in credit and non-credit programs at Pima Community College, including but not limited to all occupational degree and certificate programs, Center for Training and Development, the Truck Driver Training Program, Career Academies and Workforce and Business Development Programs.

2. Under Work Statement No. 2, Pima College's Adult Education Workplace Education Program may develop and/or deliver customized adult basic education classes with a workforce focus that will benefit Pima County One Stop participants at negotiated locations.

3. Work Statement No. 3 establishes that Pima Community College Adult Education will provide G.E.D. testing services at County-requested sites.

4. Under Work Statement No. 4, the College will hire or retain staff stationed at the Pima County One-Stop Centers. Pima County shall fund .5 FTE for each of the following College staff: Program Coordinator and Student Services Advanced Specialist. Pima County shall provide space, furniture, computers, phones and supplies for College staff stationed at the Pima County One Stops.

(Continued)
5. Under Work Statement No. 5, Pima County and Pima Community College Adult Education will cooperate to establish adult basic education courses at Pima County One Stop locations.

6. Work Statement No. 6 requests the College's collaboration with Pima County to find additional funding sources such as grants for workplace education.

7. Under Work Statement No. 7, the College will participate with Pima County in regional initiatives such as Innovation Frontier Arizona and other grant funded initiatives to work with partners to develop curriculum and serve workforce needs in the region.

8. Under Work Statement No. 8, the college may develop and/or deliver customized short term training programs that will benefit One Stop participants.

**College Plan Initiatives:**


**Financial Considerations:**

The maximum total value of this contract is $1,014,795. Funding for the individual work statements is described below:

The funding ceiling for Work Statement No. 1 is $550,000. Reimbursement to the College is unit based and depends directly on the number of vouchers authorized by the County. Pima County pays the pre-determined, published tuition and fees for eligible participants to enroll in credit and/or non-credit classes at the College.

The funding ceiling for Work Statement No. 2 is $82,500. The College will receive $75 per hour for Workplace Literacy classes conducted by Pima Community College Adult Education.

The funding ceiling for Work Statement No. 3 is $9,990. Pima County will pay the College $30 per hour of monitored General Education Diploma testing administered by Pima Community College Adult Education.

The fund ceiling for Work Statement No. 4 is $61,500. Pima County will reimburse the College for half the salaries for the two staff at the Pima County One Stop locations.

Under this Intergovernmental Agreement, Pima County does not provide any funds for Work Statements Nos. 5 and 6.

The funding ceiling for Work Statement No. 7 is $210,805. The College will receive reimbursement for expenses incurred for curriculum development, on-line course development and other programmatic-related costs.

The funding ceiling for Work Statement No. 8 is $100,000.

(Continued)
The College has evaluated the risks associated with the proposed activities and has determined they do not represent an undue liability.

**Approvals**

Contact Person ________________________________

Dr. Suzanne L. Miles

Interim Chancellor______________________________

Zelema Harris
PimaCountyCommunityCollegeDistrict  
Board of Governors  
4905C East Broadway/Tucson, Arizona 85709-1010

ACTIONS ITEM

Meeting Date: 6/12/13  
Item Number: 14.25

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Information Technology Replacement – FY14 | Keith McIntosh  
Vice Chancellor,  
Information Technology  
(206-4809) |

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve the project to replace a portion of the instructional and administrative equipment as well as network and data center equipment and software licenses.

Justification:

This project continues the allocation of desktop computers for instructional labs and classrooms, network and data center equipment, software licenses, and administrative use by faculty, staff and administrators. All equipment is replaced on a planned replacement cycle.

Financial Considerations:

Purchasing will be filled through established college processes on purchasing, including competitive bids, the RFP process or co-operative contract pricing. The Board of Governors approved the capital expenditure during the April 10, 2013 Board meeting.

Hardware and Software from the following Vendors:  
$5,936,651

<table>
<thead>
<tr>
<th>Project</th>
<th>FY 14</th>
<th>Primary Manufacturers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Technology Allocation</td>
<td>$1,759,625</td>
<td>HP, Apple, Hitachi, Smart, Epson</td>
</tr>
<tr>
<td>Administrative Technology Allocation</td>
<td>$1,383,460</td>
<td>HP, Apple, Hitachi, Smart</td>
</tr>
<tr>
<td>Data Center Equipment Replacement</td>
<td>$1,015,566</td>
<td>Dell, NetApp, Nimble Storage, F5, A10 Networks</td>
</tr>
<tr>
<td>Network Equipment Replacement</td>
<td>$898,000</td>
<td>Juniper, Extreme</td>
</tr>
<tr>
<td>Academic Technology Allocation - Prop 301</td>
<td>$880,000</td>
<td>HP, Apple, Hitachi, Smart, Epson</td>
</tr>
</tbody>
</table>

Approval

Contact Person  
Keith McIntosh  
Keith McIntosh

Interim Chancellor  
Dr. Zelama Harris
Fiscal Year 2012-2013 Adopted Budget Reductions

Dr. David Bea
Executive Vice Chancellor for Finance and Administration
(206-4519)

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve post year-end expenditure budget reductions to match actual expenditures for the fiscal year ended June 30, 2013.

Justification:

On June 20, 2012, the Board of Governors adopted the fiscal year 2012-2013 budget of $298.9 million, which included $269.7 million for general, designated, auxiliary, and restricted fund current operations and $29.2 million for capital projects and repayment of long-term debt.

The adopted budget included operating reserves for potential enrollment growth, reserves for possible grants and contracts, and estimated capital project expenditures. To the extent that the reserves are not fully needed and other budgeted amounts are not completely expended, excess budget capacity will remain at year end.

The official expenditure limitation report requires a comparison of budgeted expenditures to the established limitation amount published by the Economic Estimates Commission according to the provisions in section 21 of Article IX of the Arizona Constitution. In order to eliminate unused budget capacity and reduce budgeted expenditures that are subject to the limitation for the fiscal year ending June 30, 2013, it is necessary to make the budget equal actual audited expenditures. This process of budget reductions will provide the College with increased expenditure capacity in the future.

Financial Considerations:

None.

Approvals

Contact Person ________________________________
Dr. David Bea

Interim Chancellor ________________________________
Dr. Zelem Harris
Recommendation:

The Interim Chancellor recommends the Board of Governors approve changes to the Unclassified Pay Rates for temporary assignments for van drivers and classroom models.

Justification:

The College hires temporary van drivers to transport students in our outreach programs on field trips. Departments using van drivers have been experiencing difficulty in hiring due to our current rate of pay. Human Resources conducted a survey of other local public employers. Human Resources contacted local school districts to find similar work and rates of pay. The findings showed the rate we pay falls below the local labor market. As a result, departments have experienced difficulty in hiring qualified people. Human Resources is recommending a change in pay to provide a competitive rate in the local market and meet the needs of the department.

<table>
<thead>
<tr>
<th>Current Rate</th>
<th>Proposed Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Van Driver</td>
<td></td>
</tr>
<tr>
<td>$8.30 per hour</td>
<td>$10.31 per hour</td>
</tr>
</tbody>
</table>

The College hires temporary classroom models for art classes. The art departments have been experiencing difficulty in hiring due to our current range of pay. Human Resources conducted a survey of other public and private schools in Tucson. The findings show we are significantly below the local labor market. As a result, departments have experienced difficulty in hiring qualified people. Human Resources is recommending a change to the pay range to remain competitive in the local market and meet the needs of the department.

<table>
<thead>
<tr>
<th>Current Pay Range</th>
<th>Proposed Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Model</td>
<td></td>
</tr>
<tr>
<td>$7.65 - $10.00 per hour</td>
<td>$10.00 - $16.72 per hour</td>
</tr>
</tbody>
</table>

All other unclassified pay rates remain unchanged.
Financial Consideration:

It is expected current funding sources will be sufficient as allocated or accommodated through appropriate budget adjustments for the upcoming fiscal year.

Approvals

Contact Person ________________________________
Janet L. May

Interim Chancellor______________________________
Dr. Zelema Harris
ACTION ITEM

Meeting Date: 6/12/13  
Item Number: 15

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Policy Statement for Non-Exempt and Exempt Staff and Faculty 2013/2014 Fiscal Year</td>
<td>Janet L. May, Vice Chancellor for Human Resources (206-4624)</td>
</tr>
</tbody>
</table>

Recommendation:

The Interim Chancellor recommends the Board of Governors approve the attached changes to the Personnel Policy Statement for Non-Exempt Staff, Exempt Staff and Faculty.

Justification:

Board Policy 4001 (Meet and Confer with Employee Representatives) permits individual employees and employee groups to participate in a formally structured meet and confer process to assist in making its decisions regarding compensation, benefits and terms and conditions of employment.

In the 2013 meet and confer process, Proposals and Final Agreements concerning Meet and Confer for the Classified Exempt, Classified Non-Exempt, Faculty employee groups have been provided to the members of the Board of Governors. Upon conclusion of the Meet and Confer process, language changes are to be brought forward to the Governing Board for approval.

The attachments summarize the proposed changes. The effective date of these changes will be July 1, 2013.

Financial Considerations:

Step plans completed by non-exempt employees and approved in fiscal year 2012/2013 are held in abeyance.

Approvals

Contact Person: Janet L. May
Interim Chancellor: Dr. Zelema Harris
Miscellaneous

All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Changes made to reflect the location of documents on the College’s intranet and internet websites. Minor wording, editorial, titling, calendar/fiscal year renumbering, and formatting changes made.

Personnel Policy Statement for Non-Exempt Staff
Proposed Changes for 2013/2014

Section II. Conditions of Work
A. Work Week – add the time the workweek starts and it ends

H. Probation Period, b. Benefits Eligibility – clarify annual leave may not be used until after completion of the first 3 months of employment

I. Environmental Health and Safety -
• Update the role of the non-exempt employee safety committee
• Update the role of the employee and the Environment Health and Safety Office for maintaining a safe working environment
• Separated the language for uniforms and other College-required equipment from personal protective equipment

Section IV. Compensation
A. Salary -
• Update to reflect a 3% increase to the Classified Non-Exempt Salary Schedule and
• Add one additional step to the salary schedule (step 16)

C. Shift Differential -
• Delete the requirement for an employee to be full-time
• Clarify the shift differential for public safety staff is compensation and not a stipend
• Clarify the amount per pay period for shift differential compensation is prorated if less than 40-hours
• Add overtime calculations will be in accordance with Section IV.D. Overtime

G. Temporary Assignment of Duties Outside of the Classification (New) – recognize compensating employees for the temporary assignment of higher, advanced level duties outside of the employee’s current grade (different from compensation for work in a higher classification - Internal Competitive Process)

H. Work in a Higher Classification (Range) – clarify process for requesting and compensating an employee for working-out-of-classification assignment

Section V. Leaves and Holidays
A. Holidays and Recesses – update the dates of holiday and recess days; change the start for winter recess to noon on December 24th

B. Annual Leave, 1. Accrual and Accumulation – change the maximum accrue for employee with less than 10 years of service to 304 hours and for employees with more than ten years of service to 320 hours

D. Sick Leave
- 1. Purpose and Use of Sick Leave - Expand the definition of immediate family to include step-parent, step-child, brother, sister, parent-in-law, grandparent and grandchild
- 4. Transfer of Sick Leave to Annual Leave – clarify to be eligible the employee must be full-time regular and have passed initial hire probation; delete transition language

Section VI. Professional Development
A. Professional Development Program - add language to state the fund is also for employee’s growth and development to support the College’s mission

B. Roles and Responsibilities Non-Exempt Professional Development Working Group – add clarification where needed
- Increase group size with a provision for the chairperson to be a non-campus representative
- Clarify up to 50% of the Working Group’s membership will be designated by AFSCME
- Define meetings are scheduled monthly and at least five members must be present for any action to be taken
- Clarify the Working Group’s responsibility to notify non-exempt employees on prior fiscal and current year funding activity

C. Non-Exempt Professional Development Enrichment Fund Criteria
- Delete the word full-time to allow any regular non-exempt employee to apply for funding
- Modify to allow employees to only receive funding for out of state conferences every other year
- Moved paid educational leave to a new section

D. General Rules and Procedures for Application
- Add provision to return incomplete applications back to the employee
- Clarify completed requests approved are funded on a first come-first service basis from available funds
- Clarified if a non-exempt employee is selected for an exempt position, the individual is no longer eligible to use the funds

F. Other Sources of Funding – new language to clarify an employee is eligible for College professional development funds even if pursing additional sources of funding;
inform employees of their responsibility to disclose additional sources of funds to the relevant Federal aid office

G. Education Leave
- Delete the word full-time to allow any regular non-exempt employee to apply for education leave
- Clarify provision for paid education leave (separate from professional development funds)
- Change the approval for a long-term education leave from the employee’s supervisor to his/her Executive Administrator

Section VII. Non-Exempt Employee Unit

A. Non-Exempt Employee Unit Representative - clarify the role of the College AFSCME representative in the workplace versus a non-employee AFSCME representative

F. Employer Provisions of Information – add a provision for quarterly reporting to AFSCME general information on regular non-exempt employees

Appendix A. Job Titles – update to reflect changes from the cyclical review process

Appendix B. Classified Non-Exempt Salary Schedule – update to reflect the 3% lift to the salary schedule and the additional step 16

Appendix D. Non-Exempt Staff Step Progression Plan and Criteria –
- Criteria for Step Advancement - delete the word full-time to allow any regular non-exempt employee to participate in the program and earn a step
- Step Adjustments – add provision for step plans completed and approved in fiscal year 2012/13 to be held in abeyance

Personnel Policy Statement for Exempt Staff
Proposed Changes for 2013/2014

Section I. General Information
C. Exempt Staff Basic Responsibility – add statement that exempt employees will maintain currency in their area of specialization or assignment and attend training deemed by the College as required

Section III. Employment
J. Additional Work as Adjunct Faculty – change to allow regular exempt employees to instruct no more than six load hours concurrently

(Continued)
Section IV. Compensation

A. Salary –

• Update to reflect a 3% compensation increase to be applied to step increases for those employees who completed the process for step advancement
• increase the salary schedule by the residual amount remaining

B. Salary Administration Practices -

• 8. Reclassification of positions – add a new provision upon reclassification of a position initiated by the employee/supervisor to result in a 7.5% adjustment, or Step 1 of the new classification, whichever is appropriate.

C. Cyclical Review – clarify cyclical review is the study of all exempt classifications

D. Temporary Assignment of Duties Outside of the Classification (New) – recognize compensating employees for the temporary assignment of higher, advanced level duties outside of the employee’s current grade (different from compensation for work in a higher classification - Internal Competitive Process)

E. Work in a Higher Classification (Range) – clarify process for requesting and compensating an employee for working-out-of-classification assignment

Section V. Leaves and Holidays

A. Holidays and Recesses – update the dates of holiday and recess days; change the start for winter recess to noon on December 24th

D. Sick Leave

• 1. Purpose and Use - expand the definition of immediate family to include step-parent, step-child, brother, sister, parent-in-law, grandparent and grandchild
• 4. Transfer of Sick Leave to Annual Leave – clarify to be eligible the employee must be full-time regular and have passed initial hire probation; delete transition language

Section VI. Professional Development Educational Enrichment and Paid Educational Leave Programs

A. Purpose and Funding

• Add language to indicate when an employee is on a College paid educational leave s/he cannot work in any capacity for the College

B. Application and Awarding Process

• Other Sources of Funding – add new language to clarify an employee is eligible for College professional development funds even if pursing additional sources of funding; inform employees of their responsibility to disclose additional sources of funds to the relevant Federal aid office

C. Eligibility - delete the word full-time to allow any regular exempt employee to apply for professional development

(Continued)
Section VII. Association

C. Employer Provisions of Information - add a provision for quarterly reporting to ACES general information on regular exempt employees

Appendix B. Classified Exempt Salary Schedule – update the salary schedule by the residual amount remaining after steps are awarded

Appendix E. Exempt Staff Step Progression Plan and Criteria
- C. Process for Step Advancement - delete the word full-time to allow any regular exempt employee to participate in the program and earn a step
- D. Submission of Step Progression Plan
  - 6. Delete requirement to forward a copy of the approved SPP to the Human Resources Office
  - 7. Add sentence to state supervisors may not require a modification of an approved SPP
- J. Overview of Criteria and Categories – reword criteria to better clarify what measurable activities are required

Appendix G. Task Force to Review Section III.B. & Appendix E. (New) – establish a task force to review and propose changes to the language on Employee Evaluations (Section III. B. Performance Evaluation and Appendix E: Exempt Staff Step Progression Plan and Criteria.)

Faculty Personnel Policy Statement
Proposed Changes for 2013/2014

Article II. Conditions of Work
A.3. General Responsibilities
- Add language for faculty who are conducting electronic office hours to include: electronic office hours may be off site, hours do not have to be designated hours, and replies to students during the work week will be within 24-hours

B. Workload, Workload Calculations & Accountability
- 6.d. Add new sentence stating faculty are required to be on campus each week at times consistent with their professional obligations (teaching, non-teaching assignments and interacting the students and colleagues)
- 7.g. Clarify teaching on-line courses does not necessarily occurs at a College location for Educational Support Faculty.

Article III. Faculty Employment
B. Selection of New Faculty
- Add sentence whenever possible, meetings will be set at a time that is least disruptive to the majority of the committee members

(Continued)
1. a. Add sentence whenever possible, two faculty will be from the same discipline at the campus where the vacancy occurs. Add language what occurs when there are no faculty in the discipline area at the campus and when a faculty member resigns from the advisory committee.

2. d. Add language when a faculty member resigns from the advisory committee.

**Article IV. Professional Status**

**D. Campus Faculty Enrichment Funds**

- Add language to allow for a one time distribution of funds based on the number of faculty FTEs at each campus.
- Modify language to add time limits for approve or denials by campus administration along with a mechanism for Human Resources to track requests.

**H. Faculty Support** – add sentence stating the College supports and encourages collaboration and professional development in innovative instruction and communications with students.

**Article V. Compensation**

**A. Salary** –

- Update to reflect a 3% compensation increase to be applied to step increases for those employees who completed the process for step advancement.
- Increase the salary schedule by the residual amount remaining.

**Article VI. Leaves**

**A. Sick Leave**

2. Clarify how sick leave is used for the birth of a child and the care of new born or the placement of an adopted or foster child; expand the definition of immediate family to include step-parent, step-child, brother, sister, parent-in-law, grandparent and grandchild.

**B. Personal Leave**

- minor changes to clarify personal leave provision.
- revise personal leave to include voluntary overloads.

**D. Holidays and Recess** – update calendar.

**Appendix B: Unit Guideline**

- **Non-Teaching Days of Accountability for Instructional Faculty**
  
  - **2. Enrollment/Registration** – delete Training and Instruction for STU100 modules.

**Appendix D: Instructional Department Chair Structure**

- **Complexity/Additional Responsibilities** – clarify overlapping responsibilities; add examples that overlap but are not at the same level.
- **6. Compensation for Work Outside Instructional Faculty Days of Accountability** – add sentence that up to twenty percent of this time can be worked remotely with a schedule to the Supervising Administrator.
Appendix G: Lead Faculty – clarify the purchase of reassigned time

Appendix H: Faculty Duties and Responsibilities
- General duties – add responsibility to complete training required by the College; revise responsibility for program assessment activities; added requirement to participate and engage in the program review process and curriculum review
- Student Learning Outcome Duties – include implementation of curricular or programmatic change and reassessment as required

Appendix L: Sabbatical Proposal and Report Cover Forms – changed example to 40-hours for consistency with the College’s work week

Appendix N: Step Progression Plan (PPP)
- Student Learning Outcomes – add “and reassess the change” to the responsibilities
- PPP form – update the form and eliminate the tracking form in policy (maintained on-line as an option)
Pima County Community College District  
Board of Governors  
4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 6/12/13  
**Item Number:** 16

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Personnel Policy Statement 2013/2014 Fiscal Year</td>
<td>Janet L. May, Vice Chancellor for Human Resources (206-4624)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Interim Chancellor recommends the Board of Governors approve the attached changes to the Administrative Personnel Policy Statement.

**Justification:**

Each year changes to the Administrative Personnel Policy Statement are recommended after the conclusion of Meet and Confer for Classified Exempt, Classified Non-Exempt and Faculty for items which affect all employee groups. Some additional proposed changes are to update the Administrative Personnel Policy Statement to be consistent with the Classified Exempt Personnel Policy Statement.

On April 19, 2013 the Board of Governors approved a 1% salary increase for administrators and a .5% supplement for executive administrators with no increase to base pay. Changes from the April 19, 2013 Board of Governors meeting are reflected in the proposed changes.

The attachments summarize the proposed changes. The effective date of these changes will be July 1, 2013.

**Financial Considerations:**

Step plans completed by all administrative employees (administrators and executive administrators) and approved in fiscal year 2012/2013 are held in abeyance until such time funding is approved.

---

**Approvals**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Interim Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature] Janet L. May</td>
<td>[Signature] Dr. Zelema Harris</td>
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(Continued)
Miscellaneous

All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Changes made to reflect the location of documents on the College’s intranet and internet websites. Minor wording, editorial, titling, calendar/fiscal year renumbering, and formatting changes made.

Administrative Personnel Policy Statement
Proposed Changes for 2013/2014

Section III. Compensation
A. Salary Program – update to reflect a 1% increase to the salary schedule for administrative personnel assigned to grade D64 and E82; delete range D71

B. Other Salary Administration Practices
4. Acting Assignment (New) – add language to reflect the practice of granting 7.5% increase in compensation for a temporary acting assignment in a higher classification

Section IV. Leaves
A. Holidays and Recesses – update the dates of holiday and recess days; change the start for winter recess to noon on December 24th

D. Sick Leave
• expand the definition of immediate family to include step-parent, step-child, brother, sister, parent-in-law, grandparent and grandchild
• delete transition language

Appendix D: Administrator Salary Schedule
• update to reflect the 1% lift to the salary schedule for grades D64 and E82

Appendix F: Administrator Step Progression Plan and Criteria
• Step Adjustments – add language to indicate administrator step plans for FY12/13 are held in abeyance
• Updated timeline for Step Progression Plans
Personnel Policy Statement for College Employees, 2013/2014 Fiscal Year

Janet L. May, Vice Chancellor for Human Resources (206-4624)

Recommendation:
The Interim Chancellor recommends the Board of Governors approve the attached changes to the Personnel Policy Statements for College Employees

Justification:
Changes to the Personnel Policy Statement are warranted for compliance with Federal law and State statute; other revisions reflect current practices in employment, leave processes and updates from approval of Board Policy 1501 along with Standard Practice Guides 1501/AA and 1501/AC.

The attachment summarizes the proposed changes to the policy statement applicable to all College employees. The effective date of these changes will be July 1, 2013.

Financial Considerations:
None.

Approvals

Contact Person

Janet L. May

Interim Chancellor

Dr. Zelema Harris
Proposed Changes for 2013/2014

Section I: General Information
A. Management Rights
   Expand examples of management rights and responsibilities to manage the
   activities and work force of the College
B. Equal Employment Opportunity/Affirmative Action Plan
   Change name of section and make updates to reflect changes to Board Policy
   1501
C. Harassment (including Sexual Harassment) Policy
   Delete section to reflect deletion of Board Policy 1503 as it was combined with
   Board Policy 1501

Section II. Employment
A. Employment Status and Compensation
   1. Regular Employees –
      o New sentence to direct employees and supervisors to the College’s
        website for more information on classification of positions
      o Delete language that indicates the contract term for executive
        administrators may be for two (2) years

Section IV. Leaves
B. Personal Days (retitle to Personal Leave)
   Revise provision to allow employees to take requested personal leave in half-day,
   full day or 15-minute increments

C. Bereavement Leave (retitle to Bereavement Leave/Imminent Death Leave)
   o Expand provision to permit employees to take up to five workdays of paid
     leave in the event of death or imminent death of a member of the
     employee’s household and/or immediate family
   o Expand the definition of employee’s household and/or immediate family
     to include step-parent

I. Leave Under the Family and Medical Leave Act
   1. Basic Leave Entitlement
      o Add a definition of “parent”
   6. Employee Responsibility
      o Add language to explain Intermittent FMLA is recertified at a minimum
        every six months

K. Voluntary Leave Donation Program
   6. Transferred by Unused Leave
      o Delete language referring to unused leave is returned to the recipient. The
        revised language reflects the practice of transferring unused leave
        donations to another eligible employee

(Continued)
Section VII. Employee Representative
   ○ Revise to reflect changes made to BP-1501

Appendix A. ADA and Equal Opportunity/Discrimination Complaint Procedure
   ○ Revise to reflect changes made to Standard Practice Guides 1501/AA and 1501/AC

Appendix D. Employee Assistance Program (EAP)
   ○ Revise to reflect the changes in service provider (Jorgensen Brooks Group) and the services offered under the new contract

Appendix F. Mediation Program
   ○ Revise to reflect off-site mediation services offered by Jorgensen Brooks Group

Appendix H. Family and Medical Leave Act
   ○ Revise to reflect changes mandated by this Federal act
ACTION ITEM

Meeting Date: 6/12/13
Item Number: 18

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tr>
<td>Change of Date for September Board of Governors Meeting.</td>
<td>Dr. Zelema Harris,</td>
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<td></td>
<td>Interim Chancellor</td>
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<td>(206-4747)</td>
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Recommendation:

The Interim Chancellor recommends that the Board of Governors authorize to move the approved Board of Governors Meeting from September 11, 2013 to September 18, 2013.

Approvals

Interim Chancellor

Dr. Zelema Harris